



# COMMUNICATOR

AMERICAN SOCIETY OF MILITARY COMPTROLLERS  
SAN DIEGO CHAPTER

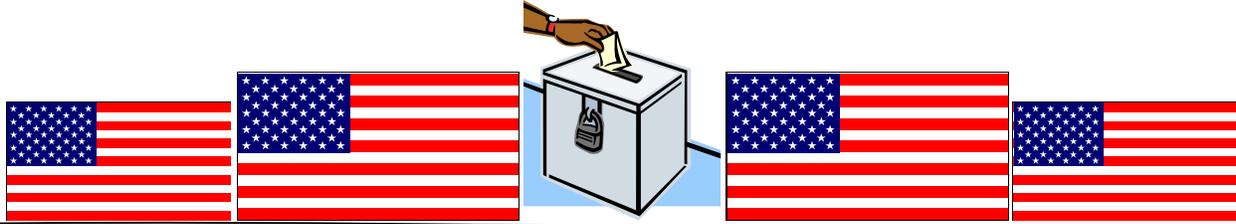


## ELECTION SPECIAL EDITION

Volume 7

SEPTEMBER 2014

Number 9



## IT'S ELECTION TIME for your ASMC San Diego officers!!

This is a special edition of our newsletter to announce the opening of nominations for the upcoming **Executive Board elections for 2014-2015**. Take time to read the job descriptions and consider nominating for a position.

The self-nomination form is included for you to complete and send back to me before **18 September 2014**. The voting ballots will be made available to members later in September and will be due back early October. All positions, except Treasurer, are only one year commitments and all are open to accept nominations for this upcoming term. Any active member may self-nominate for any position.

September is a very busy time for all of us. I have two newsletters to publish (with nominations and ballots), fiscal year end and regular daily work and life! And for many of you, there's the added weight of getting back in the swing of school.

Being a chapter leader is challenging and rewarding and this is a great team to belong to. I encourage each of you to consider taking this step into leadership. Commitment of time varies and may only be a few hours each month, depending on the position. If you have any questions, feel free to call the incumbent officer or President!

*Thanks, Patty Finnell, Newsletter Editor*

Note: EMAIL the NOMINATION FORM (ONLY the one page) to [patricia.finnell@navy.mil](mailto:patricia.finnell@navy.mil) BY 18 SEPT 2014.

### Upcoming Luncheon Dates:

**OCT 29** – Installation of Officers

**DECEMBER** -- Toys for Tots  
and Food Drive

**LOCATION:** MCRD Bay View Club



### ALSO IN THIS ISSUE:

Officer Responsibilities  
Meeting Information  
ASMC National Note



For complete job duties, qualifications and descriptions see our San Diego website:

<http://asmcsandiego.org/> under Governance.

## **ASMC *summary* of RESPONSIBILITIES for ELECTED OFFICIALS**

### **PRESIDENT**

1. Ensures compliance with the Constitution and By-laws of the Chapter and the Society.
2. With the advice and consent of the Executive Committee, establishes goals and provides project outlines for the year.
3. Oversees all activities of the Chapter and appoints committees, as required, to ensure that the established goals and projects are fully carried out.
4. Officiates at all general membership and Executive Committee meetings.
5. Appoints a Nominating Committee to nominate members in good standing for each of the elective offices. The Nominating Committee shall announce their slate of nominees at least 15 days prior to the election.
6. Ensures that all meetings are conducted in accordance with parliamentary procedures as specified in Section XI.

### **EXECUTIVE VICE PRESIDENT**

1. Develops program plans for the year.
2. Makes all arrangements for guest speakers or other activities to be conducted at meetings. Is also responsible for engaging appropriate facilities in which to hold meetings. This task must be closely coordinated with the President and often requires the need for a special assistant.
3. Assumes the duties of the President in the event of the individual's absence.

### **ADMINISTRATIVE VICE PRESIDENT**

1. Conducts programs and activities designed to increase and retain membership.
2. Maintains liaison with other chapters and National Headquarters.
3. Welcomes new members and ensures that each one receives a membership certificate and a copy of the Constitution and By-Laws.
4. Serves as a voting member of the Executive Committee.
5. Develops special programs for community service and any other areas that the chapter can compete for awards at the national level; these programs can be recurring or may have a time limit on them.
6. Develops a special luncheon program in the spring for the annual membership drive.
7. Encourages participation among the Executive Board members to attend annual National PDI Roundtable discussions.

### **INFORMATION TECHNOLOGY VICE PRESIDENT**

1. Publishes an informative Chapter newsletter, not less than bi-monthly. Ensures requirements are met for Five-Star rating.
2. As necessary, serve as electronic-distribution conduit.
3. Coordinates and ensures the ASMC San Diego website is current and meets National's criteria.
4. Serves as a voting member of the Executive Board and as a member of the Executive Committee.

### **SECRETARY**

1. Responsible for Chapter Scholarship Program.
2. Responsible for all charity and scholarship fund raising events.
3. Ensures that adequate records are maintained showing minutes of general membership meetings and Executive Committee meetings.
4. Responsible for annual Chapter Executive Board election (advertising election in newsletter and publishing candidate qualification bio and election ballot).
5. Responsible for duties in a backup status of Chapter Treasurer if needed.
6. Accumulates media, showing the history of events and functions sponsored by the Chapter.
7. Maintains records of all documents, papers and correspondence received by or generated within the Chapter.
8. Maintains a complete turnover file.
9. Responsible for storing and stocking Chapter stationery.
10. Responsible for maintaining the Chapter post office box/ mailing address.

### **NATIONAL CHAPTER REP**

1. Administers the 5-Star Chapter Competition Program, including, but not limited to:
  - a. Recommending activities/projects supporting the program.
  - b. Collaborates with Executive Board and the Executive Committee members to ensure the annual program supports maximum Competition participation.
  - c. Tracks Competition points and provides period reports on Chapter Competition progress, at the call of the President, but not less frequently than at Executive Committee meeting
  - d. Prepares the 5-Star Competition report for submission to National Headquarters, via the Executive Board.

### **TREASURER**

1. Maintains safe custody of all monetary assets of the Chapter
2. Makes all collection of funds of the Chapter and provides monthly statements of financial condition to the Executive Committee.
3. Presents all disbursements other than routine office or luncheon expenses to the Executive Committee for prior approval. Makes recommendations for the use of Chapter funds and other assets.
4. Maintains an audit trail of all transactions involving the finances of the Chapter or the Society.
5. Submits the Annual Financial Report to the National Headquarters.
6. Serves as a voting member of the Executive Board and as a member of the Executive Committee.

### **ASSISTANT TREASURER**

1. Assists treasurer with collection of funds for the Chapter at the bi-monthly luncheon.
2. Maintains safe custody of monetary assets when required by the treasurer.
3. Has signature authority with the Chapters financial institution.
4. Assists with the submission of the Annual Financial Report to the National Headquarters.
5. Serves as a voting member of the Executive Board and as a member of the Executive Committee.
6. Serves one year as assistant treasurer and one year as treasurer.

*Note: For complete job duties, qualifications and descriptions see our San Diego website:*  
<http://asmcsandiego.org/>  
*under Governance.*





SEPT 2014

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San Diego Chapter **COMMUNICATOR**

Vol.7 Issue 9



## **ASK MAC!**



Dear Mac,

*I find elections a fascinating subject and am looking forward to our ASMC elections. I was wondering if you could provide some interesting trivia about past U.S. elections to get the ASMC members EXCITED about the upcoming elections. Thanks.*

*Georgie Jefferson*

Dear Ms. Jefferson,

Your question is a perfect way to get ASMC members in the mood for the upcoming election. Here are some fascinating tidbits about US elections. Hope you enjoy them!

- In order to be elected U.S. president, a candidate must be at least 35 years old, a natural-born citizen of the United States, and a resident of the U.S. for at least 14 years.
- Only 10 of the 13 states participated in the first official U.S. presidential election, as New York had chosen no electors, and North Carolina and Rhode Island had not yet ratified the Constitution.
- Prior to the 12<sup>th</sup> Amendment of the Constitution in 1804, the presidential candidate who received the second highest number of electoral votes was named the vice-president.
- Four times in the history of presidential elections, the candidate who won the most popular votes has not been elected president. This occurred in the 1824, 1876, 1888, and 2000 elections.\
- Each state receives a number of electors in the Electoral College equal to the number of its Senators and Representatives in Congress. Washington, D.C., is also given three electors, the number given to the least populous states.
- Only two states, Nebraska and Maine, allocate their electoral college vote in proportion to the popular vote. The other 48 states and the District of Columbia declare all of their electoral votes to the winning popular candidate in the state, despite the margin of victory.
- At least 270 electoral votes are required for a candidate to be declared president. If this number is not reached in the Electoral College, the House of Representatives elects the president.
- While an elector in the Electoral College is supposed to vote in accordance with his state's voters, he/she may not always do so.
- November was chosen as the election month because it was a convenient time for farmers when the weather was still nice enough to travel to the county seat and the bulk of their harvest chores were finished.
- While the popular vote may decide the president in early November, a candidate is not officially elected president until the Monday after the second Wednesday in December, when members of the Electoral College cast their votes.
- The president officially enters office on January 20<sup>th</sup> during a formal inauguration ceremony. Prior to a Constitutional amendment in 1933, the inauguration ceremony was held on March 4<sup>th</sup>, to allow enough time for election results to be collected and the winning candidate to travel to Washington, D.C.
- The 2008 presidential election was the first time in U.S. election history when two sitting senators ran against each other for president.

Thanks for a great question!

*Sincerely, Mac*



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**Requirements for Running for Office and Voting in Chapter Elections**

If you are planning to run as a Chapter Officer you must be an active or life member of the San Diego Chapter, in good standing. This means your annual dues is paid and current and you have signified your intent to serve as a Chapter Officer, if elected.

Every Vote Counts!! We encourage all eligible members to vote. Please ensure your membership dues is current as all ballots received are verified prior to counting them.

The annual election of officers will be conducted in late September and the newly elected Chapter Board will be announced in the October Communicator and will be installed at the luncheon meeting on October 29, 2014.



**CDFM CPEs:  
50 minutes = 1 unit**

August luncheon speaker, Speaker CDR Williams, spoke for 40 minutes, 0.8 CPE, on Budget and Programming at Echelon 1  
CPE tracking tool:

<http://imis.asmconline.org/Net/default.aspx>

**Check out the  
ASMC National website for news and jobs:**

**Under Careers and Other Relevant Job Postings**

<http://www.asmconline.org/jobs/>



**NOTICE !  
UPCOMING  
ELECTION DATES:**

**Nominations due  
back Sept. 18<sup>th</sup>.**

**Voting Ballots will be  
sent out 25 Sept and  
due back 01 Oct.**