



COMMUNICATOR

AMERICAN SOCIETY OF MILITARY COMPTROLLERS

SAN DIEGO CHAPTER

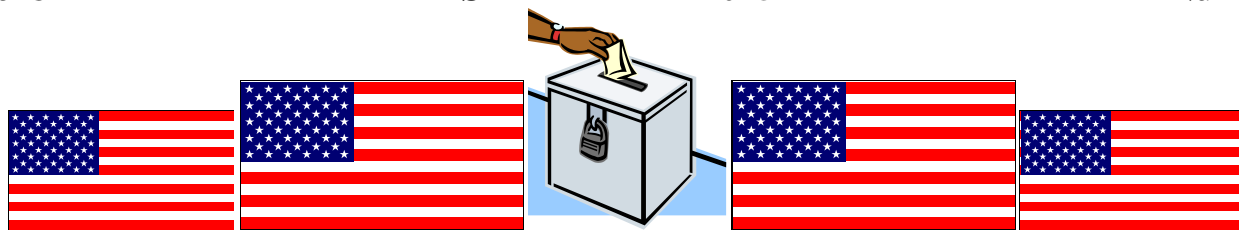


ELECTION SPECIAL EDITION

Volume 8

SEPTEMBER 2015

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 2015-2016**. 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 **16 September 2015**. 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 any incumbent officer or our President!

*Thanks, Patty Finnell,
Newsletter Editor/Information Tech Vice President*

Note: EMAIL the NOMINATION FORM (ONLY the one page) to patricia.finnell@navy.mil BY 16 SEPT 2015.

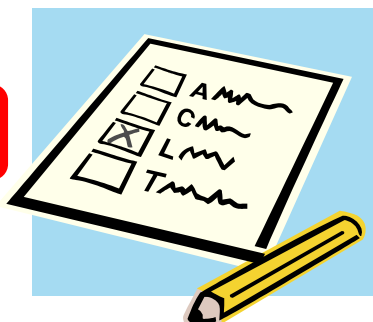
Upcoming Luncheon Dates:

OCTOBER 20st –
Installation of Officers

DECEMBER 1st –
Toys for Tots

LOCATION:
Naval Base San Diego
Anchors & Spurs

New
Location!



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.*

AMERICAN SOCIETY OF MILITARY COMPTROLLERS

San Diego Chapter

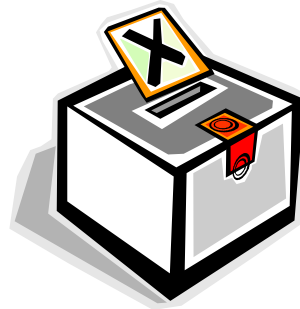


2015-2016 Nomination Form



Elected Positions:

- President
- Executive Vice President
- Administrative Vice President
- Information Technology Vice President
- Secretary
- Assistant Treasurer
- National Chapter Representative



Nominee name: _____ Command: _____

Position desired: _____ Phone: _____

BIO & QUALIFICATIONS:

Email this completed nomination form to Patty Finnell
(patricia.finnell@navy.mil)

or FAX to DSN 522-1184 or 619-532-1184 (Attn: Patty)

Submit by: 16 Sept 2015

News from National:

<http://www.asmonline.org/educationtraining/cdfm-refresher-courses/live-online-refresher/>

Live Online Training

Join Us for Module 1, 2, and 3
Refresher Courses!

What's Included in Each Course:

16 hours of Live, Web-based training

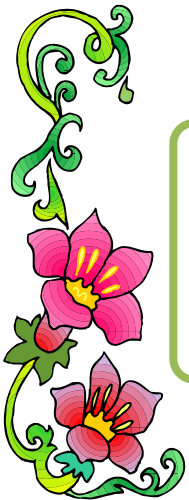
On-demand access to streaming video playback of each training session throughout the course and for 60 days after the course ends.

All CDFM Refresher Courses are aligned with the DoD FM Certification Program!

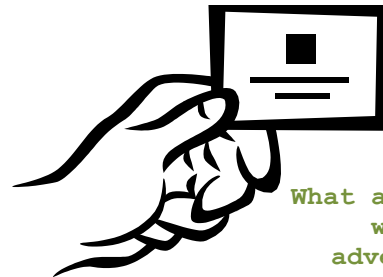
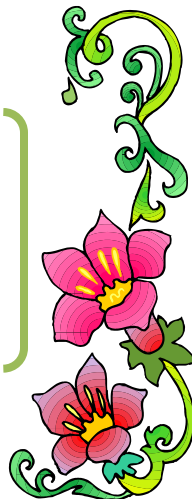
Important note: CDFM exam is NOT INCLUDED in the cost of Online Refreshers.

Enhance your CDFM knowledge!

2015 Online CDFM Refresher Schedule



Change is inevitable --
except from a vending
machine.
--Robert C. Gallagher



What a great new
way to
advertise!!

Have your business
card printed in this
newsletter at only a
nominal cost.

ELECTED OFFICERS:**PRESIDENT:**

Ken Suazo
kenneth.suazo@navy.mil
 619-532-1099 DSN 522

EXEC VICE PRESIDENT:

Brenda Meyer, 619-553-1569
brenda.meyer@navy.mil

ADMIN VICE PRESIDENT:

Sherry Major, 619-532-4654
sherry.major@navy.mil

INFORMATION TECH. VICE PRESIDENT:

Patty Finnell, 619-532-4823
patricia.finnell@navy.mil

SECRETARY:

Mike Ortiz, 619-533-4434
mike.ortiz@navy.mil

TREASURER:

Genia Kyres, 619-553-1102
genia.kyres@navy.mil

ASSISTANT TREASURER:

Michael Hoover, 619-524-3050
michael.hoover@navy.mil

NATIONAL CHAPTER REP:

Helen Profeta, 619-532-1114
helen.profeta@navy.mil

Requirements for Running for ASMC 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.

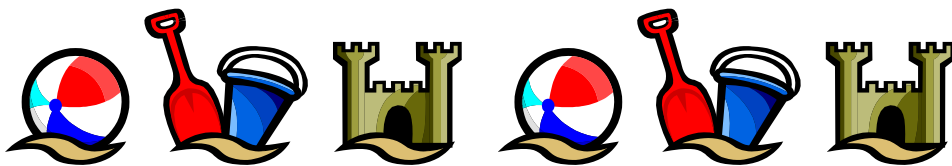
Every Vote Counts!! We encourage all eligible members to vote. Please ensure your membership dues is current as all ballots received are verified prior to counting them.

The newly elected Chapter Board will be announced in the October Communicator and will be installed at the luncheon meeting on October 20, 2015.

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

Under Careers and Other Relevant Job Postings

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



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

August luncheon speakers, 45 minutes, 0.9 CPE

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

**NOTICE !
UPCOMING
ELECTION DATES:**

**Nominations due
back Sept. 16th.**

**Voting Ballots will be
sent out Sept. 17th
and
due back Oct. 1st**