



COMMUNICATOR

AMERICAN SOCIETY OF MILITARY COMPTROLLERS SAN DIEGO CHAPTER

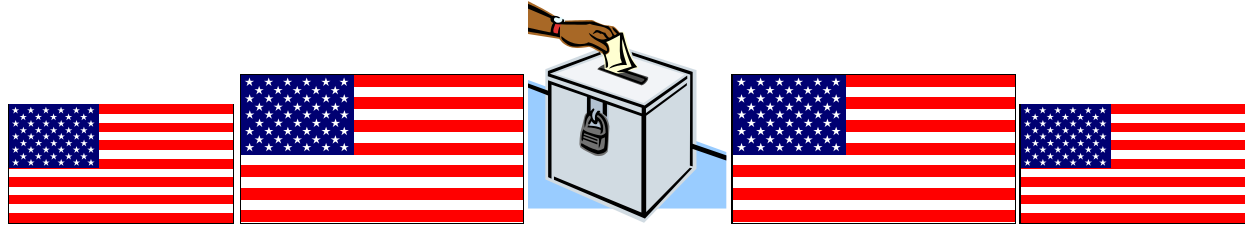


ELECTION SPECIAL EDITION

Volume 9

SEPTEMBER 2016

Number 9



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

This is a special edition of our chapter newsletter announcing our upcoming Executive Board elections for 2016-17. Please take a few minutes of your time to read about each board position and consider running for one of the positions in the upcoming election.

Included in the newsletter is the self-nomination form for you to complete and send back to the point of contact NLT **12 September 2016**. The voting ballots will be emailed out to members on 14 September and voting will commence until 26 September. All positions, except Treasurer are one year commitments and all are open to accept nominations for this upcoming term. All active members may self-nominate for any position. There is not a requirement to be a government employee for a board position.

Being a chapter leader is challenging and rewarding and I encourage you to consider taking the step into leadership. Installation of officers will occur at the October luncheon. Your imaginative ideas, participation and feedback are appreciated, so please do not hesitate to contact me or any of our current executive board members.

I encourage you to get more involved with your chapter this year and let's continue to grow together and build onto our great Chapter especially since we will be the hosts of PDI 2017 here in San Diego.

Challenge Yourself,
Ken Suazo, DFMCP3, CDFM

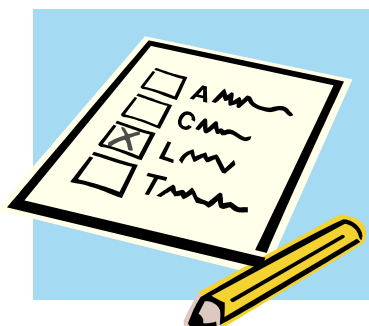
Note: EMAIL the NOMINATION FORM (ONLY the one page) to patricia.finnell@navy.mil BY 12 SEPT 2016.

Upcoming Lunch & Learn Dates:

OCTOBER TBD –
Installation of Officers

NOVEMBER 9TH – TBD

DECEMBER 7TH –
Toys for Tots



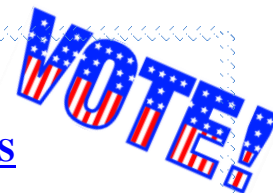
ALSO IN THIS ISSUE:

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 reduced/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.

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 duties in a backup status of Chapter Treasurer if needed.
5. Accumulates media, showing the history of events and functions sponsored by the Chapter.
6. Maintains records of all documents, papers and correspondence received by or generated within the Chapter.
7. Maintains a complete turnover file.
8. Responsible for storing and stocking Chapter stationery.
9. 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.

News from National:

VIRTUAL PDI

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

Virtual PDI 2016 is now available!
What is Virtual PDI?

Every year, ASMC offers online access to workshops and mini-courses recorded at the annual National Professional Development Institute (PDI). This year's live training event, held in Orlando, Florida, hosted over 3200 attendees and was one of our most successful yet. But if you missed it, or if you need to earn additional CPEs, Virtual PDI combines audio and slides from live sessions, allowing individuals to earn over 100 CPEs.

The PDI 2016 registration fee included (at no additional cost) access to Virtual PDI for both ASMC member and non-member participants, although they still must register for Virtual PDI to gain access. For non-PDI attendees, registration for Virtual PDI is \$99 (approximately \$1 per available CPE/CET.) Chapter access is also available for \$249, for ASMC chapters wishing to stream workshops and offer CPE credits at local ASMC Chapter professional development sessions and events.

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.



**NOTICE !
UPCOMING
ELECTION DATES:**

**Nominations due
back Sept. 12th.**

**Voting Ballots will
be sent out Sept.
14th and
due back Sept. 26th**



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 DSN
522
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
DSN 522
helen.profeta@navy.mil

APPOINTED POSITIONS:

SPECIAL ASSISTANT:

Letty Soto, 619-553-8035
letty.soto@navy.mil

SPECIAL ASSISTANT:

Margarita Cournoyer

PHOTOGRAPHER:

Veronica Alarid

CHARITY CHAIRS:

Meghann Stastny &
Merlinda Medina
meghann.stastny@navy.mil 553-
2566
merlinda.medina@navy.mil 553-
1299

CDFM CHAIR & CO-CHAIR:

Nicolle Dawson 619-553-2956
Allyson Dopwell

SPECIAL EVENTS

COORDINATOR:

Evelyn Peoples-Mahoney, 619-
553-1737
evelyn.mahoney@navy.mil

SPONSORSHIP CHAIR:

Frances Hill, 619-553-3856
frances.d.hill@navy.mil

SCHOLARSHIP CHAIR:

Jenny Giang, 619-553-2406
jenny.giang@navy.mil

