

# COMMUNICATOR

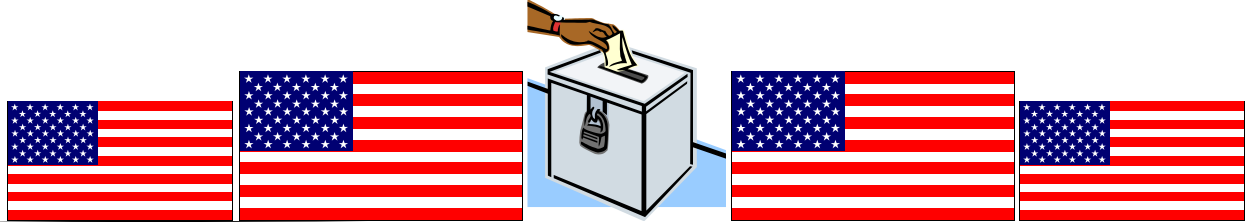
AMERICAN SOCIETY OF MILITARY COMPTROLLERS  
SAN DIEGO CHAPTER

## ELECTION SPECIAL EDITION

Volume 4

SEPTEMBER 2011

Number 7



### IT'S ELECTION TIME for your officers!!

**Hello members!** In this special edition of our newsletter you'll find the job descriptions for the upcoming Executive Board and Appointed positions for 2011-2012. To be considered for these offices, complete the self-nomination form (page 3 of this newsletter) and send it back to the point of contact by September 13<sup>th</sup>. The voting ballots will be emailed to members around September 20<sup>th</sup> and will be due back October 4<sup>th</sup>. All positions, except Assistant Treasurer are one year commitments and all are open to accept nominations for this upcoming term. Any active member (government employees or contractors) may self-nominate for any of the eleven positions.

Please consider this opportunity to influence your local chapter by participating in this election. Thoughts or ideas for this great chapter can be put into play by running for an elected or appointed position.

ASMC San Diego Chapter is an exciting team of DO-ERs. I challenge you all to participate and share your skills.

Live inspired!

**Sherry Major,**

ASMC San Diego Chapter President 2009-11



#### ALSO IN THIS ISSUE:

Officer Responsibilities  
Meeting Information  
ASMC National Note  
Special Article: Ask Mac  
Member News

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

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

# **ASMC ELECTED OFFICIALS AND RESPONSIBILITIES**

## **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. Serves as the non-voting Chairperson of the Executive Committee meetings.
5. Officiates at all general membership and Executive Committee meetings.
6. Reports the activities and decision of the Executive Committee to the membership.
7. 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.
8. Ensures that all meetings are conducted in accordance with parliamentary procedures as specified in Section XI.
9. Takes any other course of action necessary to uphold the standards and ethics of the Chapter, within the constraints of the Constitution and By-laws.

## **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. Serves as a voting member of the Executive Committee.
4. Assumes the duties of the President in the event of the individual's absence.
5. Performs other duties as directed by the President.

## **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. Performs other duties as directed by the President.
6. 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.
7. Develops a special luncheon program in the spring for the annual membership drive.
8. Encourages participation among the Executive Board members to attend annual National PDI Roundtable discussions.

## **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.
11. Serves as a voting member of the Executive Committee.
12. Performs other duties as directed by the President.

## **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.
7. Performs other duties as directed by the Treasurer or by the President.

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

AMERICAN SOCIETY OF MILITARY COMPTROLLERS  
San Diego Chapter

2011-2012 Nomination Form

**Elected Positions:**

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

**Appointed Positions:**

- Sponsorship Committee Chair
- Scholarship Committee Chair
- Charity Committee Chair
- Special Assistant
- Special Events Coordinator

Nominee name: \_\_\_\_\_ Command: \_\_\_\_\_

Position desired: \_\_\_\_\_ Phone: \_\_\_\_\_

BIO:

---

---

---

---

---

Qualifications:

---

---

---

---

---

---

Email completed nomination form to Patty Finnell  
([patricia.finnell@navy.mil](mailto:patricia.finnell@navy.mil))  
619.532.4823 NLT 13 Sept 2011.



### Upcoming Luncheon Dates and Speakers:

**OCT 18** -- Al Tucker, ASMC Executive Director, "The Future of Defense Financial Management and You"

**DEC 13** -- Toys for Tots

**LOCATION:** MCRD Bay View Club



## **ASK MAC!**

Dear Mac,

*I know ASMC is in the process of holding their annual elections and I was wondering how and when elections began.*

*Signed, Interested*

Dear Interested,

An election is a decision that is made by voting. It can be a formal process in which a population chooses an individual to hold public office or an informal process by selecting a leader by a count of raised hands. One of the most important parts of elections is that everyone gets a fair and equal vote and that they have a choice, rather than offering only one option.

Modern elections have been the mechanism by which a democracy operates since the 17th century. The use of elections as a tool for selecting representatives in modern democracies is in contrast with the practice in the ancient Greece and Rome elections. Elections in 500 B.C. were often done by lottery. The decision makers were randomly chosen from a pool of candidates.

Voting is an excellent way to give people a choice in the decisions that will affect them. Make sure you vote in the upcoming election.

*Sincerely, Mac*

If you have a question you'd like to submit to "Ask Mac", email the Editor at:  
patricia.finnell@navy.mil



## Member Note:

### Membership Criteria for Chapter Elections:

Who may run for election of Chapter Officers? Only active and life members of the San Diego Chapter, in good standing (i.e., annual dues are paid) and who have signified their intent to serve as a Chapter Officer.

Who may vote in the elections? Only active and life members of the San Diego Chapter, in good standing (i.e., annual dues are paid). Please ensure your membership dues is current as all ballots received will be verified prior to counting the votes.

The annual election of officers will be conducted next month. The newly elected officers will take the oath of office at the October Luncheon meeting to be held Tuesday, October 18, 2011.

*-- Ken Suazo, Admin Vice President*

### **NOTICE !**

#### **UPDATED ELECTION DATES:**

**Nominations due back Sept. 13<sup>th</sup>.**

**Voting Ballots to be sent out Sept. 20<sup>th</sup> and due back October 4<sup>th</sup>.**

**New Officers announced in the October newsletter and installed at the luncheon on October 18<sup>th</sup>.**

#### **Take a survey on the ASMC National website:**

If ASMC were to develop a certificate program what subject(s) would you be interested in pursuing?

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