

COMMUNICATOR

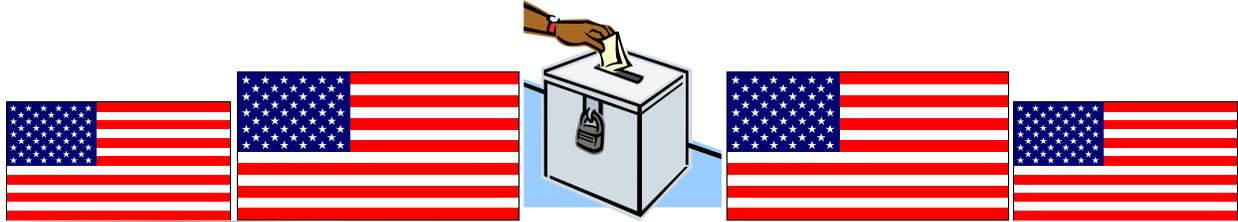
AMERICAN SOCIETY OF MILITARY COMPTROLLERS
SAN DIEGO CHAPTER

ELECTION SPECIAL EDITION

Volume 6

SEPTEMBER 2013

Number 9



IT'S ELECTION TIME for your officers!!

Greetings! This is a special edition of our newsletter to announce the upcoming **Executive Board elections for 2013-2014**. I encourage you to take a few minutes to read the job descriptions for each position and please consider self-nominating for the office.

The self-nomination form is included for you to complete and send back to the point of contact NLT **18 September 2013**. 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. 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 each of you to consider taking this step into leadership. Your imaginative ideas, participation and feedback are appreciated. Installation of officers will occur at the October luncheon.

Let's continue to develop this Chapter and take it to the next level of excellence. We are always eager to take on new teammates.

Sherry Major,
ASMC San Diego Chapter President 2009-2013

Note: EMAIL NOMINATION FORM (ONLY the one page) to patricia.finnell@navy.mil BY 18 SEPT 2013.

Upcoming Luncheon Dates:

OCT 23 – Installation of Officers
(Charity will be the San Diego Food Bank)

DEC 11 -- Toys for Tots

LOCATION: MCRD Bay View Club



ALSO IN THIS ISSUE:

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

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.

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.
-

AMERICAN SOCIETY OF MILITARY COMPTROLLERS
San Diego Chapter

2013-2014 Nomination Form

Elected Positions:

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



Nominee name: _____ Command: _____

Position desired: _____ Phone: _____

BIO:

Qualifications:

Email completed nomination form to Patty Finnell (patricia.finnell@navy.mil)
or FAX to DSN 522-1184 or 619-532-1184 (Attn: Patty)

Submit by: 18 Sept 2013



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

(reprinted from Sept 2012 by special request)

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



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 (meaning 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. The newly elected officers will be installed at the October luncheon meeting on October 23, 2013.

*Ken Suazo, CDFM,
Admin Vice President*

Check out ASMC National website: Financial News Highlights

[ASMC Viewpoint](#)

The latest news within the defense financial management community.

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



CDFM CPEs:
50 minutes = 1 unit
Speaker for August was
27 min. = 0.5 CPEs

CPE tracking tool:

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

AMERICAN SOCIETY OF MILITARY COMPTROLLERS

San Diego Chapter **COMMUNICATOR**

Vol.6 Issue 9

CONTACT US:**ELECTED OFFICERS:****PRESIDENT:**

Sherry Major

sherry.major@navy.mil

619-532-3406 DSN 522

EXEC VICE PRESIDENT:

Brenda Meyer

brenda.meyer@navy.mil

619-553-6592

ADMIN VICE PRESIDENT:

Ken Suazo

kenneth.suazo@navy.mil

619-532-1099 DSN 522

SECRETARY:

Mike Ortiz

mike.ortiz@navy.mil

619-533-4434

TREASURER:

Michael Hoover

michael.hoover@navy.mil

619-553-4257

ASSISTANT TREASURER:

Kaitlyn Krowel

kaitlyn.krowel@navy.mil

619-553-2754

NATIONAL CHAPTER REP:

Helen Profeta

helen.profeta@navy.mil**LUNCHEON MEETINGS & CHARITY NEWS:**

Mr. Al Runnels, Executive Director of ASMC National, was the speaker at our August luncheon. His presentation was entitled "ASMC and You!" about ASMC programs, value to members, PDI, and strategic planning. He challenged a non-member attending her first luncheon to join ASMC and even awarded her \$20 towards her 1st dues, delighting her and the crowd. He talked about PDI and why the decision was made to cancel due to the furlough and the current budget climate. As for future PDI's he stated that the agreements had already been signed with the host cities identified for the next 4 years, so dates and cities would not change. ASMC locks those dates in, years in advance to get the best rate possible. Since PDI was canceled this year, Mr. Runnels presented the San Diego Chapter with the awards won by our Chapter or members which would have been presented at PDI this year. Those awards included a Leadership award won Sherry Major, a Communication Award won by Patty Finnell for the Chapter website and monthly newsletter, and a community service award won by Tina Malabanan and Evelyn Mahoney for their charity outreach coordination and the San Diego Five Star Chapter Award. As for CDFM, Mr. Runnels was asked a question about reducing the 80 hours of continuing requirements to retain your CDFM(A) designation and he stated that he had looked into doing this but has decided along with top leadership that it was a bad idea and could degrade the value of the CDFM(A) designation. The luncheon was well attended by our members and we had a large contingent from Camp Pendleton, working on activating their chapter again. After the meeting several attendees stayed to talk to Mr. Runnels personally.

*Ken Suazo, CDFM,
Admin Vice President*

Special thanks to all who participated in the **Monarch School** donations at our August luncheon. We collected boy's shorts, briefs, socks, pants and hygiene items. I dropped off ten bags of donations and a cash donation. Jemueue Poserio received a \$25 gift card for the donation drawing. *Great job everyone!*

October's charity event will be "San Diego Food Bank Mission." Stay tuned for the next newsletter for details on donation opportunities.

*Tina Malabanan,
Photographer/Charity Chair*

**NOTICE !
UPCOMING
ELECTION DATES:**

**Nominations due
back Sept. 18th.**

**Voting Ballots will be
sent out 25 Sept and
due back 11 Oct.**