



Los Angeles Filipino Association of City Employees

2018-2020

LAFACE BOARD OFFICERS NOMINATION

NOMINATION FORM

Nominations submitted by (Member Name):

Instructions:

1. Write your name in box above.
2. Write your nominees' name and Department they work for in the blank yellow boxes below. Nominees must be current regular LAFACE members with at least one year of membership by May 2018. Please ensure that your Nominees have provided consent, and are willing to serve and perform the duties of the positions which you are nominating them for.
3. **Submit Nomination Form by Tuesday, May 1, 2018 at 4:00 pm, via e-mail to:**

Last Name Initial: **Submit Nominations to:**

A-I **Monette Carranceja:** monettecarranceja@gmail.com

J-Q **Yolly Huang:** yolanda.huang@lacity.org

R-Z **Perla Obal:** perlaobal@gmail.com

Board Positions and Description of Duties:

President Nominee:	Name:	Department:
Presides at all meetings; serves as General Manager of the Association and Chairperson of the Board; represents the Association at official functions and in conducting the business affairs of the Association; coordinates the work of other officers and committee chairpersons; prepares the agenda for each meeting of the Board and the general membership of the Association; and signs the Association's check, along with the Treasurer.		
1st Vice President Nominee:	Name:	Department:
Assists the President in any manner requested by the President or the Board; sign Association checks along with the Treasurer in the absence or incapacity of the President; and act as President in the absence or incapacity of the President, in the order of rank.		
2nd Vice President Nominee:	Name:	Department:
Assists the President in any manner requested by the President or the Board; sign Association checks along with the Treasurer in the absence or incapacity of the President; and act as President in the absence or incapacity of the President, in the order of rank.		
3rd Vice President Nominee:	Name:	Department:
Assists the President in any manner requested by the President or the Board; sign Association checks along with the Treasurer in the absence or incapacity of the President; and act as President in the absence or incapacity of the President, in the order of rank.		
Treasurer Nominee:	Name:	Department:
Safeguards the funds and properties of the Association and disburses those funds as directed by the Board in accordance with LAFACE By-Laws; issues receipts for all income of the Association; signs Association checks along with the President or Vice-President; makes monthly financial reports to the Board and, when necessary, special financial reports to the Board; and provides financial records to the Auditor at the end of the fiscal year or when needed.		
Assistant Treasurer Nominee:	Name:	Department:
Assists the Treasurer in the performance of duties and assumes all the responsibilities of the Treasurer in the absence or incapacity of the Treasurer.		
Recording Secretary Nominee:	Name:	Department:
Keeps the minutes of all meetings, certifies these minutes and presents them to the Board and to the general membership, as the case may be, for approval; and assists the Corresponding Secretary when needed.		
Corresponding/Membership Secretary Nominee:	Name:	Department:
Prepares all correspondences of the Association; assists the president in coordinating all meeting of the Board and general membership and in the preparation of the agenda; sends notices of meetings, as may be necessary; and assists the Recording Secretary when needed. Coordinates New Members' registration and keeps records of updated Membership List.		
Auditor Nominee:	Name:	Department:
Audits periodically the financial records of the Association and submits reports to the Board when deemed necessary; prepares annual audit report at the end of the fiscal year and may also make interim audit reports to the Board when necessary.		
Public Relations Officer Nominee:	Name:	Department:
Coordinates all public relations activities of the Association at the direction of the Board or the President; advises the Board or the President of public relations problems and ways of resolving them; e-blasts LAFACE announcements and promotions.		