



## Call For Nominations 2018-2021 Board of Directors

The time has come for the 2017 elections. The three year term (2018-2021) for the positions listed below commence at the Board Meeting, April 5, 2018 at the 2017 ABVE Annual Conference in Salt Lake City, Utah.

The positions that are open for the 2018 elections are:

- Director-at-Large (3 Openings)**
- Secretary (1 Opening)**

If you have a desire to work toward the advancement of the goals and mission of ABVE please consider this opportunity to be instrumentally involved in the leadership of ABVE.

### **Terms & Conditions for Nominations**

Nominees must be either a Fellow or Diplomate in good standing and be willing to attend all of the board meetings (up to six times per year, including telephonic meetings and the annual conference board meeting). See the reverse side for position descriptions. Nomination information may also be found at [www.abve.net](http://www.abve.net).

Diplomates and Fellows may nominate themselves. If nominating a colleague, please obtain a letter for consent before submitting the nomination. **All nominees must complete the Candidate Profile/Statement form located in this packet.** The Candidate Profile/Statement form will not be edited for spelling or grammar. Return Nominations and the Candidate Profile/Statement form using one of the following methods:

- Email to [abve@abve.net](mailto:abve@abve.net)
- Fax to (831) 576-1417
- Mail to ABVE Headquarters, 3121 Park Ave., Ste. C, Soquel, CA 95073

**PLEASE NOTE NEW ADDRESS: 3121 Park Ave., Ste. C, Soquel, CA 95073**

**The Profile/Statement forms must be postmarked, faxed or emailed no later than December 1, 2017, the date which nominations close.**

Direct any questions to:  
ABVE HQ at 831-464-4890 or [abve@abve.net](mailto:abve@abve.net).

The 2018 Board of Directors Elections will be administered electronically using a secure online voting system. Make sure your email address is current!



## Call For Nominations 2018-2021 Board of Directors

### **Open Positions (2018 - 2021)**

#### **DIRECTOR-AT-LARGE – Two (3) Positions Open:**

The Director-At-Large shall serve a three-year term of office.

- Ensure adherence to ABVE's mission.
- Attend and actively participate in all of the Board's meetings, Conference sessions and other functions of the Corporation, and notify ABVE Headquarters or Board President of anticipated absences.
- When absent from a meeting, review minutes and results of the missed meeting to maintain awareness of issues and solutions.
- Do their homework to be prepared to participate fully in Board and committee meetings.
- Serve actively on at least one committee.
- Act only with the full Board, not individually unless authorized to do so by the full Board.
- Speak for the full Board only when the full Board sanctions their doing so.
- Be prepared to vote on all issue motions unless a conflict of interest exists and is stated according to Board policy.

#### **SECRETARY – One (1) Position Open**

The Secretary will oversee the records of the Board, the incorporation charter and any historical documents. Record and distribute, appropriately, meeting minutes within thirty (30) days of said meetings. When required, the Secretary will also sign notes, contracts and other official agreements on behalf of ABVE and at the direction of the Board. The Secretary will also:

- Ensure that all official documents are safely passed to the next secretary.
- Research ABVE records when necessary for information for the Board.
- Ensures that all required corporate reports are duly submitted to legal authorities, as required by IRS and other entities.
- Maintain the Board Policies and Procedures Manual on a timely basis once the Board of Directors approves policies; oversee distribution to Board members.