##### **Nomination Form**

##### **Vice President**

##### Please provide as much information as possible about the Nominee

|  |  |
| --- | --- |
| **Nominee** |  |
| Member Since  |  |
| Address | Work |
| Phone # | Cell Phone |
|  | Work Phone |
| Email |  |
| Institution(School/ District /University/ others) |  |

|  |  |
| --- | --- |
| **Nominator** |  |
| Member Since  |  |
| Address | Work |
| Phone # | Cell Phone |
|  | Work Phone |
| Email |  |
| Institution(School/ District /University/ others) |  |

**In accordance with the TODOS Constitution and By-Laws:**

The elected officer must be a TODOS member in good standing for at least the previous year before being placed in nomination and for the duration of their terms in office.

All **Board Members** are to:

* Promote the mission and work toward implementing the goals of TODOS.
* Perform such duties as assigned and complete assignments in a timely fashion.
* Work with and support the Member Services Chair to recruit members, which includes working at the TODOS booth at conferences.
* Attend all meetings of the Board, as requested by the President.
* Uphold the nonprofit status of the organization.
* Submit a written request of resignation to the Board, if they are no longer able to perform their duties, or if the Board votes to request their resignation.

The **Vice President**:

* Works with other members of the Executive Team to make immediate

 decisions or solve problems when necessary.

* Serves as the executive officer of the Board and the organization when the

 President is unavailable.

* Assumes the Presidency should the President be unable to complete the

term of office, or upon acceptance of the President's written resignation,

 and serves for the balance of that person's term of office.

* Chairs the Projects Committee.
* Serves as coordinator among standing committees, task forces, and the

 Board to ensure communication and alignment.

* Identifies, monitors, and adjusts the projects of the organization to meet

 TODOS goals with the support and assistance of the Board.

* Recommends project leaders for appointment by the President.
* Works with the Resources Committee to secure funding for proposed and

 approved projects.

* Prepares an annual report of TODOS projects for the Board before April 1 of

 each year.

Additional Responsibilities:

* Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of TODOS.
* Works with and supports the Member Services Chair to recruit members, which includes working at the TODOS booth at conferences.

***Use the following page in support of your nomination.***



***For more information, please e-mail*** **elections@todos-math.org**

The Nominations and Elections Committee would like to thank you in advance for your participation in this important process.