##### **Nomination Form**

##### **President-Elect**

##### 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 **President-Elect**:

* Assists the President as needed.
* Works with the other members of the Executive Team to make immediate decisions or solve problems when necessary.
* Attends committee and/or task force meetings as assigned by the President

and provides support to them as needed.

* Is a member of the Special Interest Group (SIG) Executive Committee.
* Supports and coordinates the work of appointed affiliate representatives,

liaisons and outreach designees.

* Prepares an annual report of TODOS affiliate, liaison and outreach activity for the Board before April 1.
* Prepares a list of appointments that reflects the diverse needs of the

organization before taking office as President.

Additional Responsibilities:

* Attends and contributes to all TODOS Board Meetings, both face-to-face and online.
* 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 and retain members, which includes working at the TODOS booth at conferences.
* Works with the Executive Team on issues and decisions facing the organization.
* Is a member of the Resources Committee.

**Term of Office:**

One year as President-Elect

Two years as President following the year as President-Elect

One year as Immediate Past President following two years as President

***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.