

Nominations Information and Process

1. The following positions will be on the ballot in December for the next 2-year term. *Job descriptions are at the end of this doc.*

<i>December of Even Years</i>	<i>December of Odd Years</i>
President Vice President (1) Secretary Directors (2)	Vice Presidents (2) Treasurer Directors (2)

2. Review the role descriptions and expectations on following pages.
3. Review the goals, projects (current or new) or AGS activities that you might like to work on.
4. We meet via Zoom meetings, and share information via social media & email. How comfortable are you with these types of technology? Will you be able to respond (by email) to issues brought to the attention of The Board in a timely manner?
5. Contact the Nominations Committee to ask questions and let us know of your interest in joining the AGS Leadership team. THANK YOU.
6. Email: americangourdsociety@gmail.com and put Nominating Committee in the subject line.

Job Descriptions (per AGS Constitution & ByLaws)

- A. **President.** The President shall be the chief executive officer and official representative for this American Gourd Society. Duties of the President include chairing or appointing chair persons for the meetings of the Society and nominating members of this Society's Committees.
- B. **Vice President.** There are three (3) Vice President positions. Any one may stand in for the President when needed, and shall succeed to the Office of President if the President dies, resigns, or is removed from office. This Officer should serve on at least one AGS Committee.
- C. **Secretary*.** The Secretary shall be the record-keeper of this Society, responsible for the Minutes of Meetings of the Board of Directors, the Executive Board, and the Memberships Meetings. The Secretary or the President may appoint another AGS Member to act in the place of the Secretary at any meeting or proceeding, when the Secretary cannot be present or otherwise able to follow along with the proceedings. This Officer should serve on at least one AGS Committee.
- D. **Treasurer*.** The Treasurer shall control the finances of this Society for the benefit of the Society, subject to the decisions of the Membership, Board of Directors, and Executive Board, and shall maintain the AGS financial records, and prepare reports on income and expenses as they may request for their meetings and otherwise. This Officer should serve on at least one AGS Committee.
- E. **Directors-at-Large.** There shall be four (4) Directors-at-Large. They are Directors on this Society's

Board of Directors and they are on the Executive Board. They should serve on at least one AGS Committee and help advocate for chapters in their regions.

***Secretarial** duties are divided between the Secretary (elected) and Membership Secretary (appointed).

- It shall be the duty of the elected Secretary to keep the official documents of AGS, to maintain a full record of all the meetings and activities of AGS, and to conduct or assist with all necessary correspondence.
- The elected Secretary shall provide copies of all official documents and proceedings of AGS to the President, Executive Board, AGS Webmaster, and Editor of “The Gourd” and archive on the official AGS server.
- The elected Secretary shall remind Chapters in Q1 to provide their listed members and officers report to the Membership Secretary by April 15th of each year.

***Treasurer’s** duties include management of all AGS funds and maintenance of full financial records of AGS.

- All AGS bills to be paid or expenses incurred must be presented to the Treasurer in writing for payment.
- The Treasurer shall keep an accurate account of monies received and issue receipts for same.
- All monies shall be deposited in a bank at a location convenient for the Treasurer in the name of American Gourd Society, Inc.
- The Treasurer and second-signer on bank accounts must be bonded and the bonding fee shall be paid by AGS.
- A written detailed report of all receipts and disbursements shall be prepared monthly for the Executive Board, and an end-of-year report on it shall be presented annually to the Members.
- The Treasurer is responsible for paying all bills in a timely manner. All bills shall be paid by check or an electronic bill paying service.
- The Treasurer will be responsible for maintaining AGS tax-exempt status with the IRS.
- Treasurer shall submit an annual financial report within thirty-five (35) days following the end of the fiscal year (December 31st) to the Executive Board and submit all required documents to the Audit Committee.
- Expenditures for any item not in the budget and/or expenditures exceeding the total amount for items in the budget by more than \$200 require Executive Board approval.

Executive Board (elected officers)

- The Executive Board shall meet at the call of the President or Secretary as often as deemed necessary to conduct the business of the AGS. These meetings may be conducted in person, via telephone, or via technological connections.
- Meetings must be at least quarterly.
- The Executive Board shall prepare a budget for submission to the Board of Directors for review and any needed changes and providing to the Membership no later than the 4th quarter of the fiscal year for the upcoming year.

PROGRAMS, COMMITTEES & PROJECTS

Judging Program	Magazine Committee	Leadership and Planning Team
Artistry Award Program	Audit Committee	Educational Team
Jim Story Award Program	Facebook Committee	Pure Seed Team
Nominating Committee	Annual Membership Meeting Committee	Partnerships for Impact Team
Teller Committee		