

July 2017

To: MAA Members

From: Kirsten Coverstone & Kristi Gravel, Co-Chairs, Nominations & Award Committee

Re: CALL FOR NOMINATIONS, MAA 2018 BOARD OF DIRECTORS

On behalf of the MAA Nominations and Awards Committee, it is our pleasure to invite all MAA members to submit nominations for candidates to serve on the 2018 MAA Board of Directors for the following positions:

***President-Elect (1)***

Nominees for President-Elect must have served on the Board of Directors within five (5) years preceding the date on which they would assume office.

***Member-at-Large (2)***

Nominees for Member-at-Large must be or become members of the association.

These [position descriptions](#) outline the responsibilities for service on the MAA Board, establish minimum [qualifications](#) for an eligible MAA member to be considered for service on the Board, and provide estimates of the time required to fulfill the duties of each office. Interested people may also contact the incumbents for more detail on activities associated with the positions.

If you or somebody you know, would like to be considered for one of these positions, **please e-mail [administrator@minnesotaudiology.org](mailto:administrator@minnesotaudiology.org) by August 16, 2017.**

***Candidate Requirements:***

1. Photo of Candidate
2. Letter of intent that attests to:
  - a. understands requirements,
  - b. agrees to use his/her best ability to carry out responsibilities, &
  - c. agrees to support & further the MAA Vision & Mission
3. Supportive Statement that includes: (will be provided to all MAA Members)
  - a. Biographical sketch
  - b. Why you would be a good candidate
4. Vitae
5. Complete & submit Conflict of Interest Disclosure Statement (once elected)

**Ballot:** The election of the 2018 Board of Directors will be conducted electronically in the fall. All MAA members will be eligible to vote for the 2018 Board of Directors.

**Petition Process:**

*The MAA Nominations and Awards Committee will submit a slate of candidates for each open position to the Board of Directors for approval at least 30 days prior to presentation to the general Membership for election.*

The Nominations and Elections Committee shall make every effort to assure that the slate of candidates is representative of the Membership of the Minnesota Academy of Audiology. *The Board of Directors will select from these candidates and present to the membership a FINAL slate of nominated candidates.* The name and a brief biographical history of approved candidates shall be made available to the Membership prior to election. Voting shall be by ballots which will be distributed to the Members. Write-in candidates will be accepted. Elections shall be completed by November 15 of each year for all positions on the Board of Directors. If all positions for the Board of Directors, which may include either Officers or Directors, are not properly filled by the election according to MAA By-Laws, the President, subject to approval of the Board of Directors, may appoint either an Officer and/or Director in order to meet the requirements of full Board Composition. Any candidate for a general membership election or a special membership election review will be held. President Elect, President, Past-President, and Directors shall take office on January 1 of each year.

**Election Schedule:**

Following are the important milestones in the 2017 nominations and election:

**August 16, 2017** Deadline for receipt of nominations

**August 30, 2017** Deadline for candidate letter of intent and Vitae

**Aug/Sept, 2017** Nominations and Awards Committee presents provisional slate of qualified candidates for each position to the Board of Directors. Board of Directors will determine the final slate of nominees for each open position.

**September 20, 2017** Deadline for candidate remaining required materials; supportive statement, biographical information, and photo

**October 1, 2017** Slate of nominated candidates (including biographical information/supportive statement) presented to MAA membership.

**October 1, 2017** Electronic voting opens

**October 31, 2017** Voting closed

**November** Election results announced to members

**January 1, 2018** New officers take office