**Calling All Members**



**Election Nominations**



**WE NEED YOU!**

**President Elect: Serves 1 Year AND serves as President for 2 Years**

**Qualification:**

**Must be a voting MNSPA member in good standing and dues must be current.**

**Must be a member of the current affiliating organization – HSPA**

**Must carry HSPA certification working in a Healthcare setting.**

**Duties of the President Elect:**

* **Assumes all the duties of the President when the President is absent.**
* **Becomes the President when the office is vacated.**

**Submission of Nominations**

**The officers of MNSPA are responsible to the Board of Directors and to the membership for the enforcement of the Bylaws. Officers and Executive Board Members are expected to attend a minimum of six meetings a year or 80% whichever is less.**

1. **Please send your nominations to** [**info@mnspa.org**](mailto:info@mnspa.org) **by 11/14/22 with a short introduction and why you want to serve.**
2. **You may nominate yourself or another individual.**
3. **Nominations will be verified with interested individuals who want to run for office.**
4. **A voting survey will be sent out on the morning of Monday, December 5th, 2022 with voting closing at 12 p.m. noon on Monday, December 12th, 2022.**
5. **Election winners will be announced via email to all members by end of year 2022.**

**Executive Board Member: Serves 2 Years**

**Qualification:**

**Must be a voting MNSPA member in good standing and dues must be current.**

**Must be a member of the current affiliating organization – HSPA**

**Must carry HSPA certification, CRCST or CCSVP.**

**Duties of the Executive Board Member:**

* **Help establish the direction of the organization.**
* **Participate in organization projects.**
* **Act as liaisons between the membership and the board.**
* **Participate as committee chair as determined by board.**

**Secretary: Serves for 2 years**

**Qualifications:**

**Must be a voting MNSPA member in good standing and dues must be current.**

**Must be a member of the current affiliating organization – HSPA**

**May be a vendor member**

**Must carry HSPA certification, CRCST or CCSVP.**

**Duties of the Secretary:**

1. **Keep minutes of all meetings of the chapter.**
2. **Preserve all letters and transactions of the organization.**
3. **Notify all members of the time and place of the meetings, at least two weeks prior to the meetings.**
4. **Serves as good-will liaison for Association matters relating to the members and reports activities at meetings.**