



Gulf States Quilting Association

Policies and Procedures

President Attachment B - Memo

Sample Memo to GSQA Nominating Committee Members

Memo to: Nominating Committee Members

Memo from: _____, Nominating Committee Chairman

Thank you for agreeing to serve on the nominating committee. Each of you has been involved in GSQA for several years, you know the members, and you are familiar with the activities of this organization. Please remember there is nothing in the by-laws stating that members of this committee cannot be nominated for an office.

The elected offices to be filled for **(insert year)** are:

President Elect – 1 year
Recording Secretary – 2 years
Treasurer – 2 years

← **This list of offices to be filled is to be modified to reflect those positions currently being filled.**

Several items are enclosed:

- *The By-Laws
- *List of committee members
- *List of dates and suggestions
- *Vouchers for expenses the committee may have. Please attach receipts and mail completed forms to me.

I have asked the Membership Director for copies of the most recent membership list. This will be sent to you shortly.

While not a requirement in the By-Laws, it is helpful if the nominee for President-Elect has served on the Board and is familiar with the organization. This position is a 3-year commitment with one year as President-Elect, one year as President, and one year as Past-President. Also, it would be best for our Treasurer candidate to have a financial background and be comfortable with handling our funds.

Please do not hesitate to contact me with any questions or suggestions.
Thanks you for your commitment and support of GSQA

Sincerely,

(Past-President)

Policy History

Original Date: June 2009

Reviewed: February 2016

Revised: to be approved at March 2016 Board Meeting