

## Call for Nominations: PRSA Buffalo Niagara 2021 Board of Directors

The nominating committee of the PRSA Buffalo Niagara Chapter is pleased to announce an open call for nominations to the chapter's board.

Several positions will become vacant at the year's end. These positions (which will begin on Jan. 1) and their descriptions are listed below.

If you are interested in serving on the board, please complete the nomination form and submit it with a current résumé. If you are nominating someone else, please provide contact info, basic background about the nominee and a résumé if available. The nominating committee will reach out to all nominees to confirm their interest and credentials.

The criteria to serve on the board in any capacity are as follows:

1. Must be a current member of PRSA and the chapter, and in good standing in the profession.
2. Must have a track record of participation in PRSA chapter activities.
3. A minimum of five years of service in the profession is preferred.  
(Candidates with less professional experience who possess at least one year of committee service in the chapter may be considered.)
4. Must commit to attending at least nine board meetings per year (out of 12).
5. Previous approval of one's employer to serve, if elected.

Nominations are **due by October 2, 2020 to the nominating committee chair, Stacy VanBlarcom at [knowyourwhysv@gmail.com](mailto:knowyourwhysv@gmail.com)**. The board election will be held in November at the chapter's annual meeting.

Thank you for your continued involvement in the PRSA Buffalo Niagara Chapter.

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### Vacant positions (5):

**PRESIDENT-ELECT** (*one-year term, but a three-year commitment, with promotion to President and Immediate Past President in successive years*)

Shall, at the request, absence or disability of the president, exercise the powers and perform the duties of president. The president-elect also assumes the role of president the following year, and immediate past president the year after that. The president-elect serves as the chapter's representative within the Northeast District, participating in monthly conference calls and attending the Northeast District conference in the fall. Also attends PRSA National's Leadership Rally and generally assists the president and performs such other duties as prescribed by the board of directors.

As president, s/he oversees all chapter functions by running monthly board meetings, communicating regularly with committee chairs and the chapter-at-large as needed, monitoring the chapter budget, attending chapter programs and events, and serving as the liaison for national initiatives. The immediate

past president supports the current president as needed, chairs the nominating committee and oversees its process.

**TREASURER** *(one-year term, with option to be re-elected for a second year)*

Shall receive and deposit all chapter funds in a bank or trust company selected and approved by the board. All chapter bank accounts shall be in the name of the chapter, and both the treasurer and the chapter president shall be authorized to sign checks and make withdrawals after approval of the board of directors. The treasurer shall prepare the chapter's budget, make monthly financial reports to the board of directors, provide copies of monthly bank statements to the board of directors, oversee chapter IRS filings, ensure insurance coverage is obtained annually, render an annual financial statement to the chapter membership and perform all other duties incident to the office.

**SECRETARY** *(one-year term, with option to be re-elected for a second year)*

Shall keep records (minutes) of all meetings of the board of directors, issue notices of all such meetings, maintain or cause to be maintained the roll of membership, and perform all duties customarily pertaining to the office. The secretary is also responsible for maintaining all chapter historical records.

**DIRECTOR-AT-LARGE** *(three-year term)*

Shall serve as a voting member of the board of directors in a largely advisory/oversight capacity, with no added responsibilities required (although additional involvement is welcome.) One-third of the directors-at-large will rotate off the board each year.

**LIAISON TO PRSSA CHAPTERS** *(one year term, with option to be re-elected for up to three consecutive years)*

Shall act as a bridge between PRSA and the student chapters in the region by working with advisors and student leaders. The liaison will chair a chapter PRSSA committee to support student chapter recruitment and programming, develop PRSA-PRSSA policies, and coordinate events for students and new professionals.

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*Please see nomination form on following page.*

**PRSA Buffalo Niagara Board of Directors Nomination Form**

Name \_\_\_\_\_

Title \_\_\_\_\_

Employer / Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel. Nos. (Work and cell) \_\_\_\_\_

Email \_\_\_\_\_

Years of Service in Profession \_\_\_\_\_

Years of Membership in PRSA/Buffalo Niagara Chapter \_\_\_\_\_

Board Position(s) for which you wish to be considered \_\_\_\_\_

Qualifications for proposed position \_\_\_\_\_

Special considerations \_\_\_\_\_