

**Region XII 2007-2008
Call for Nominations & Elections
Eligibility Requirements and Duties of Officers**

Dear Prospective Candidate:

Please review the eligibility requirements and duties for office listed below. It is important that you are a member in **“good standing”** prior to and during your term of office. Please note that the newly elected President will need to be at the IAEM Board of Directors meeting which will be held on Thursday, November 15, in Reno, Nevada. Also, newly elected regional officers will meet during the conference at a time to be determined so that a smooth transition may occur.

Thank you for considering running for an office in the student region. It will be an awesome and rewarding experience.

Section 1 Eligibility

Anyone meeting the requirements for Student Membership as outlined in the IAEM Administrative Policies and Procedures and Bylaws. “Membership is available to any individual attending a post-secondary institution and is not employed in full-time emergency management. The student’s status must be verified, when requested by the Association, by an official of the institution.”

Section 4 Duties of Officers

A) The Region XII President shall serve as a full member of the Board of Directors for IAEM to represent the student region. Participation is required at all meetings of the IAEM Board, including monthly conference calls, Annual Conference, Mid-Year meeting, and any special meeting sessions called by the President of IAEM. The Region XII President shall communicate to the student members any student related issues or IAEM information, and shall assist in the creation of new IAEM Chapters and liaison with existing local chapters.

B) Vice President shall perform the duties of the President in their absence, assist the President with their duties, and perform other duties as assigned by the President. The Vice President is also

responsible for organizing all volunteer projects requested at the annual conference by IAEM.

C) The Secretary shall take minutes of Region XII meetings. The Secretary in accordance to the bylaws will conduct issues involving the voting on proposed bylaw changes. In the absence of the President and Vice President, shall preside at meetings of IAEM, as well as provide leadership in achieving Region XII goals and objectives and perform such other duties as required as assigned by the President.

D) The Treasurer shall attend all general and Executive Council Region 12 meetings and maintain accurate, up-to-date records of all monies and securities belonging to Region XII. The Treasurer shall issue a financial report at every general regional meeting. The treasurer is responsible to ensure compliance of all IAEM rules, regulations, policies and procedures concerning monies and assets held by Region XII.