



NEW JERSEY ASSOCIATION OF COLLEGES AND EMPLOYERS

CALL FOR NOMINATIONS

Executive Board (2009 – 2010)

Deadline: Friday, May 15, 2009

Process: Email nominations to [Lynn Insley](mailto:Lynn.Insley@stevens.edu), Stevens Institute at lynn.insley@stevens.edu

Subject line: 2009 NJACE Elections

Procedure: Self nominations or nominate someone else*

**If nominating someone else, please obtain consent (formal acceptance) from the individual prior to submitting their names to Nominating Committee.*

Nominations: ALL nomination submissions must include: person's name, contact information and a brief biography.

Positions:

President-Elect	(3-year term)
Secretary	(2 year term)
Treasurer	(2- year term)
Employer Representative	(2-year term)

Descriptions (synopsis):

The **President-Elect**, if for any reason the President is unable to do so, shall perform the duties of the President. He or she shall also serve as Chair of the Program Committee.

The **Secretary** shall give notice of and attend all meetings of the Executive Board and the membership, record and file such record of these proceedings, conduct correspondence of the Executive Board, and carry into execution all orders, votes and resolutions not otherwise assigned.

The **Employer Representative** serves on the Executive Board to ensure representation of the interests of employer members in matters relating to the New Jersey Association of Colleges and Employers.

The **Treasurer** will collect all dues, maintain a membership list, and keep an account of all monies received and expended by the association.

Additional Information: Please visit our website at www.njace.net

You can make a difference!

Help shape the future of NJACE and make a difference in the way that career centers and employers collaborate to bring the best services to college students in New Jersey.