

## NOMINATIONS FOR OFFICE 2012-2014

Please consider serving as an officer with TAVAC. Nominations for a position on the TAVAC Executive Board will be accepted until **April 21, 2012**. Voting will occur during the Annual TAVAC Conference August 2-5, 2010. All officers shall be employed as a VAC or TEA certified professional serving in the vocational transition for special needs students, and shall have been a current member in good standing for the preceding two consecutive years. If elected, you will take office at the Annual TAVAC Conference in The Woodlands. Serving as an officer for TAVAC does require some of your time but it is well worth the effort to be able to work with a great group of educators in service to the organization. Nominations are currently being accepted for the offices of President Elect, 2<sup>nd</sup> Vice President, Treasurer, Editor, and the even numbered regional representatives (2, 4, 6, and 8).

The **President Elect** serves as the State Conference Committee Chairperson, coordinates assignments of duties with hosting local organizations, communicates with hotel personnel, and serves as Audit Committee Chairperson ensuring that all funds are accounted for the year. The officer is also responsible for signing Conference Contract for the following year(s).

The **Second Vice-President** represents all members of the organization. Duties include Public Relations Chairman, Nominating Chairman, Handbook Chairman and responsible for 60 hour certification for members. This officer serves a two-year term.

The **Treasurer** is the budget officer for the association. The Treasurer is responsible for writing all checks and promptly depositing all monies. He/She is the President's chief advisor in all financial matters, including signing and approving contracts, maintaining all financial records and preparing quarterly and annual financial reports. This officer serves a two-year term.

The **Editor** publishes and distributes the TAVAC newsletter, publishes and mails the membership directory, writes and edits articles for the newsletter and is responsible for budgeting for the newsletter. This officer is elected for a two-year term.

The **Regional Representative** is elected for a two-year term by the members within that region. Duties include maintaining correspondence within the region for communication and membership promotion, promoting public relations work within the region, advising the Second Vice-President on public relations and the First Vice-President on membership activities, serving as a member of the nominating committee and sending a quarterly newsletter to the regional members, the President, Editor and First Vice-President.

If you are interested in serving as 2<sup>nd</sup> Vice President, Treasurer, or Editor, please send a completed nomination form to **Tresha Hattar, Clements HS, 4200 Elkins Dr. Sugar Land, TX 77479**. Also, in order to assure that all the nominations are received, send notice to [samnme2002@yahoo.com](mailto:samnme2002@yahoo.com). The nomination form is included in the newsletter.

If you are interested in serving as a Regional Representative for Region 2, 4, 6, or 8, please notify your regional rep. Current representatives are: **Region 2 – Richard Posner, Region 4 – Amy Bailon, Region 6 – Leigh Baker, and Region 8 – Amanda Terry.**

If you need additional information you may contact **any** TAVAC officer at [www.tavac.org](http://www.tavac.org) or contact **Tresha Hattar** at **281-634-2199** or [samnme2002@yahoo.com](mailto:samnme2002@yahoo.com).

# NOMINATION FORM

TAVAC Office for which you are running: \_\_\_\_\_  
Name

## Biographical Data

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Area Code and Telephone Number: \_\_\_\_\_  
School Name and Address: \_\_\_\_\_

TAVAC Region \_\_\_\_\_ ESC Region \_\_\_\_\_  
School Area Code and Telephone Number: \_\_\_\_\_  
Professional Organizations and Offices Held: \_\_\_\_\_

## Educational Background

Degrees Earned: \_\_\_\_\_  
Certification(s): \_\_\_\_\_

## Work Experience – Professional and Non-Professional (Present to Past)

Date: From \_\_\_\_\_ To \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
Position Held: \_\_\_\_\_

Date: From \_\_\_\_\_ To \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
Position Held: \_\_\_\_\_

Date: From \_\_\_\_\_ To \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
Position Held: \_\_\_\_\_

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1. Why are you seeking this office? \_\_\_\_\_

2. My goals, if elected are: \_\_\_\_\_

**Qualifications for running for a TAVAC Officer: You must be serving as a VAC or in a Transition position. You must have been a TAVAC member for the previous 2 years and a current member of TAVAC. Mail your nomination form to 2<sup>nd</sup> Vice President:**

Tresha Hattar  
Clements High School  
4200 Elkins Dr.  
Sugar Land, TX 77479  
[samnme2002@yahoo.com](mailto:samnme2002@yahoo.com)