



**Afro-American Historical and Genealogical Society, Inc.**  
**Washington, DC**

February 2008

Dear AAHGS Member:

In accordance with the Bylaws of the Afro-American Historical and Genealogical Society, Incorporated, the Nomination and Elections Committee requests your nominations for the listed positions. The term of each elected office is two (2) years commencing January 2009 through December 2010. A candidates for national office must have been a member for at least one year. All nominees must be computer/Internet literate and have access to both as much of Board business is conducted through e-mail. In addition, nominees should be proficient in Microsoft Word, Excel, in the case of the President and Treasurer, Quicken software programs. Finally, all nominees must agree to being nominated, indicating consent by signing the nomination form or by sending a letter of consent to the Elections Committee chair.

The duties of the officers elected will be the following:

**President:** Presides at all meetings of the Board of Directors and at the State of the Society general membership meeting; calls special meetings of the Board of Directors or the Executive Committee of the Board; appoints chairs to all standing and special committees subject to the approval of the Executive Committee; appoints members to fill vacancies on the Board of Directors other than the office of President; signs all contracts and documents authorized by the Board of Directors; signs checks for authorized disbursements with the Treasurer or Financial Secretary as the second signature; serves as ex-officio member of all committees except the Election Committee; enforces observance of the by-laws; presents an annual, written report of the activities and accomplishments of his/her administration at the annual membership meeting; performs other duties as assigned by the Board of Directors.

**Vice President of Genealogy:** Attends meetings of the Board of Directors and Executive Committee; assumes the duties of the President in the absence of the President in an order designated by the Board of Directors; serves as Co-Chair of the Conference Program Planning Committee to ensure the historical and genealogical educational training for the membership; recommends individuals to serve on the Conference Program Planning Committee for approval by the Board of Directors; serves as member of the Finance Committee; is responsible for special projects related to the collection, preservation and dissemination of knowledge and information about genealogical data; provides written, annual reports to the Board of Directors regarding the annual conference; presents annual report to the membership at the annual membership meeting; performs other duties as assigned by the President or Board of Directors.

**Corresponding Secretary:** Answers all correspondence received from the membership and public inquiries received by the Society that are not specifically assigned to another officer or committee; assists the Membership Coordinator as necessary; informs members of the Board of Directors and Executive Committee of the meeting times and location; maintains a log of all checks and the disposition of each; picks up all mail from the Post Office Box and maintains a monthly record of the Society's correspondence received and to whom the correspondence was directed for response or follow up; forwards all checks to the Financial Secretary after listing in the monthly record of correspondence received; performs other duties as assigned by the President or Board of Directors.

*Treasurer:* Serves as custodian of the funds of the Society and is bonded for a sum sufficient to protect the Society; receives all monies and deposits same in the name of the AAHGS in a federally insured financial institution designated by the Board of Directors; serves as a signatory and co-signer with the President for authorized disbursements; pays all expenses for the AAHGS upon authorization of the Board of Directors and upon receipt of required documentation necessary for disbursement; maintains a proper set of books and presents them annually for audit at the close of each fiscal year; presents a financial report at each meeting of the Board of Directors; serves as a member of the Finance Committee; prepares reports requested by the President and prepares an annual report for the general membership meeting; performs other duties as assigned by the President or Board of Directors.

Use copies of the attached Nomination and Candidate Form to submit your nomination for each office. Please follow the instructions on the form and return postmarked no later than **June 1, 2008** to: **Patsy Fletcher, Chair, Nomination and Elections Committee, P.O. Box 70027, Washington, DC 20024**. Do not exceed 100 typed words in the Candidate's statement.



**Afro-American Historical and Genealogical Society, Inc.**  
**AAHGS NOMINATION & CANDIDATE FORM**

(The Nominations and Elections Committee uses this form in preparation of the slate of Candidates.)

Date: \_\_\_\_\_

**Nominee for the Office of** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Telephone (Home)** \_\_\_\_\_ **(Business)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_

**CURRENT AFRO-AMERICAN HISTORICAL AND GENEALOGICAL SOCIETY MEMBER**

Membership # \_\_\_\_\_ if known

**Statement of Nomination** [Please limit narrative to 100 words or less. Please address specific qualifications of the nominee for the office and include information about nominee's recent projects/activities related to AAHGS and AAHGS' goals; projects/activities/experience related to the office sought; and other information that demonstrates the strengths of the nominee for the office. Attach additional sheet if necessary. **Must Be Postmarked by June 1, 2008.**]

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**Consent or Willingness to Serve (to be signed by nominee)**

If elected, I will serve as \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Nomination Recommended by: \_\_\_\_\_

Self \_\_\_\_\_ Chapter \_\_\_\_\_