



WNYFLEC OFFICER INFORMATION

Term of Office: Holding an office for WNYFLEC involves a 2-year commitment of serving in that designated position, followed by a period of mentoring your replacement.

Benefits: This is a fantastic way to meet outstanding foreign language professionals!

Meetings: Are held once a month at an officer's home. Start time is 4:00pm, and generally runs 1.5 hours including dinner and social time. Meeting times may run longer when planning a larger event, like the Regional Conference or Student Awards Program.

"Signing up": Nominate yourself or someone else to fill the soon-to-be-vacant Officer Positions listed on the following page. Or, if you're just interested in "lending a helping hand," email any current Officer to find ways in which you can help the organization.

OFFICER DESCRIPTIONS:

President: Oversees all offices and conducts meetings; officiates at events, develops correspondence.

First Vice-President: Regional Conference Co-Chair, arranges presenters; assists with Registration, door prizes & awards.

Second Vice-President: Regional Conference Co-Chair, arranges vendors; assists with Registration, door prizes & awards.

Third Vice-President: Chairs Fall Meeting and Spring Awards Program; assists with Regional Conference as needed.

Treasurer: Oversees WNYFLEC finances, prepares reports; budgets events; collects funds; keeps track of membership.

Recording Secretary: Records monthly meeting minutes; prepares & distributes past minutes; maintains Professional Development records.

Corresponding Secretary: Reviews incoming correspondence; creates and distributes newsletters and listservs; sends cards, contact letters, etc., as needed.

CALL FOR NOMINATIONS FOR WNYFLEC OFFICERS

The tenure for current WNYFLEC officers expires June 30, 2018 and several positions will become available. This is an outstanding opportunity to work with the most positive, hard-working and supportive people in our field.

Complete, clip out, and submit the form below if you are interested in nominating yourself or someone you know for one of the positions listed on the previous page.

Mail your nominations to Megan Fleck at the address provided, email them to wnyfleccorrespondence@gmail.com, or complete the online form on our website.

NOMINATION FORM FOR WNYFLEC OFFICERS —

Please make a copy of this form for each individual nomination you submit.

** Members may also submit their nominations via e-mail to wnyfleccorrespondence@gmail.com, or the online form **

Nomination Eligibility Requirements for Board Positions:

President: Current member + 4 years' membership prior to 2018

Officers: Current member + 1 year's membership prior to 2018

Your Name (optional): _____

Name of your Nominee: _____

Nominee's address (street, city, zip code) _____

Position for which you are nominating him/her: _____

Nominee's phone: _____

Nominee's email: _____

Have you contacted your Nominee? (Yes or No) _____

Has your Nominee agreed to this nomination? (Yes or No) _____

**Complete and mail to:
Megan Fleck
45 Greenmeadow Dr.
West Seneca, NY 14224**