

C.O.P.S. ELECTION FOR 2018

2018 is an election year for COPS. Please submit your nominations for the following positions and mail to COPS before March 5, 2018. The nominations will be announced and voting will take place at the Brunch.

President

The President needs to be a good administrator. The person who holds this position has the duty of administering all meetings and making sure that the best interests of the group are being met.

1. _____
2. _____

Vice President

The Vice President should be present at all meetings and is willing to help with any executive duties. The person who holds this position must be able to fill in for the president at any time.

1. _____
2. _____

Secretary

The Secretary is responsible for recording and distributing minutes of all the board meetings to all members of the board. The person who holds this position needs to be present at all of the meetings. Any mailing costs will be reimbursed by the Treasurer.

1. _____
2. _____

Treasurer

The Treasurer keeps track of the financial affairs of COPS, reimburses members for expenses as needed, and provides a yearly report at the Annual Brunch Meeting.

1. _____
2. _____

Newsletter Editor

The newsletter editor keeps track of all newsletter submissions, arranges them in an attractive and informative manner, proof reads the material, correlates for the website and distributes to members.

1. _____
2. _____

Director positions that is available:

1. **Director of Continuing Education** – responsible for submitting CE credits to JCAHPO.
2. **Director of Membership** – responsible for organizing our membership list.
3. **Director of Computer Website** – responsible for updating the COPS website.
4. **Director of Speakers** – Responsible for organizing and arranging speakers for the COPS meetings.

Please return completed form to:

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