



Georgia Head Start Association

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The mission of the Georgia Head Start Association, a statewide, non-profit organization, is to enhance the capability of local Head Start programs to deliver quality comprehensive services for children and families.

November 18, 2008

Dear Member of the Georgia Head Start Association Board of Directors:

Nominations for the office(s) of President, 1st Vice President, 2nd Vice Present, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Parliamentarian, Assistant Parliamentarian, Historian, Assistant Historian, Category E Association-Sponsored Friend, Region IV Director Representatives (2), Region IV Staff Representatives (2), and Region IV Friend Representatives (2) are requested. Nominees must meet the qualifications for GHSA Officers/Region IV Board Representatives.

Attached are:

1. Qualifications for GHSA Officers and Region IV Board Representatives.
2. Procedures for Election of Georgia Head Start Association Officers and Region IV Representatives
3. Descriptions of the duties of GHSA Officers and Region IV Board Representatives.
4. Georgia Head Start Association Officer/Region IV Representative Nomination Form and Self-Nomination Form

All of the following items must be received by the Nominating Committee no later than January 7, 2009 in order for a nomination to be considered valid:

1. Completed Nomination Form
2. Resume of Nominee
3. Letter of financial support from the Agency

Submit nominations to:

Lillian Barrs/Chair of Nominating Committee

P.O. Drawer L, Gainesville, Georgia 30503

Fax: 770-534-0548

lillian.barrs@ndohs.org

Georgia Head Start Association's vision is that all Head Start programs will exceed the Performance Standards

***PROCEDURES FOR ELECTION OF
GEORGIA HEAD START ASSOCIATION OFFICERS, CATEGORY E
MEMBERS OF THE BOARD OF DIRECTORS, AND
REGION IV REPRESENTATIVES***

- 1) The Chairperson of the Nominating Committee will announce to the Board plans for election of officers, inclusive of Region IV Representatives and Category E Members of the Board of Directors, and review the Election procedure and duties of each office with the Board prior to the election.
- 2) The Chairperson will obtain a list of eligible members from the Secretary.
- 3) The GHSA Officer/ Category E Member of the Board of Directors/Region IV Nomination forms, descriptions of the duties of each office (from the By-Laws) and the approved Election Procedure will be available for downloading from the Georgia Head Start Association website. All Board members will be notified 30 days prior to the due date for written nominations.
- 4) Completed GHSA Nomination forms must be submitted to the Chairperson of the Nominating Committee. Only Nomination forms with all information completed will be accepted.
- 5) The Nominating Committee will meet, review, verify membership status and certify a slate of officers.
 - a. The final slate of candidates, which will be the ballot, will allow for (2) candidates for each of the offices.
 - b. If more than two people are nominated for any of the offices, the Committee will look at specific qualifications for the particular office as described in the duties to determine which two people will be presented on the ballot. Interviews of potential candidates may be done at this time, by phone if needed.
 - c. If only one person is nominated for any of the offices, the Nominating Committee will make an effort to solicit another candidate.
- 6) The Chairperson of the Nominating Committee will announce the slate of nominees and the date the ballots are to be presented to the Board.
- 7) The Nominating Committee will direct the preparation of the electronic ballots that will be developed for the secured Votenet website.
- 8) Ballots and candidate resumes will be available on a secure link of the Georgia Head Start Association website. Board members shall be notified of the due date for electronic ballots submissions.

- 9) Representatives of the Nominating Committee will convene in order to determine the results of the election.
- 10) The Nominating Committee will provide a written report of the results of the election to the President and the Chair of the Nominating Committee will notify all candidates of the results of the election.
- 11) The results of the election will be presented to the Board of Directors.
- 12) Electronic detail and summary election report, nomination forms, resumes, and letters of financial support shall be submitted to the Secretary and retained as a permanent record with the minutes.

***QUALIFICATIONS FOR
GEORGIA HEAD START ASSOCIATION OFFICERS***

Members of the Board of Directors who wish to be considered for an office must meet the following qualifications:

- 1) The person must have been a member of the Board of Directors for a minimum of one year prior to nomination. The office of President, 1st Vice-President, and 2nd Vice-President must be selected from the Category A (Head Start Director) membership.
- 2) The person must have demonstrated regular attendance at Board meetings by attending a minimum of three Board meetings during the Board 's last fiscal year.
- 3) If the person represents an agency, the agency must be current with membership dues to the Georgia Head Start Association.
- 4) The person must have demonstrated leadership skills and competence for the position they are seeking.

QUALIFICATIONS FOR REGION IV REPRESENTATIVES

Members of the Board of Directors who wish to be considered as a Region IV Representative must meet the following qualifications:

- 1) If the person represents an agency, the agency must be current with membership dues to the Georgia Head Start Association. If the person is designated as a Category A, B, or C Board Member, his/her local Head Start Program must be a member of the Region IV Head Start Association.
- 2) The person must have written documentation of financial support to attend Region IV Board meetings.
- 3) The person must have demonstrated leadership skills and competence for the position they are seeking.

Duties of GHSA Officers/Region IV Representatives

Duties of President

The President shall be the Chief Executive Officer of the Association, shall serve as Chair of the Board of Directors and the Management Committee and shall see that all orders and resolutions of the Board of Directors are carried into effect.

Duties of the 1st Vice-President

In the absence of the President or in the event of his/her death, inability or refusal to act, the 1st Vice-President, unless otherwise determined by the Board of Directors, shall perform the duties of the President and when so acting shall have all powers of and be subject to all the restrictions upon the President. The 1st Vice-President shall perform other duties as assigned by the President or Board of Directors through the President.

Duties of the 2nd Vice-President

In the absence of the President and the 1st Vice-President, or in the event of their death, inability or refusal to act, the 2nd Vice-President, unless otherwise determined by the Board of Directors, shall perform the duties of the President and when so acting shall have all powers of and be subject to all the restrictions upon the President. The 2nd Vice-President shall perform other duties as assigned by the President or Board of Directors through the President.

Duties of Secretary

The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Board of Directors and of the members. He/she shall give all notices required by law and by these by-laws. He/she shall sign such instruments as may require his/her signature. He/she shall keep a register of the Post Office address of each Director and officer of the Association which shall be furnished to the Secretary by each officer and Director. He/she shall maintain a current record of the names and addresses of all members of the Association. He/she shall in general perform all duties incident to the office of the Secretary and such other duties as shall be assigned to him/her from time to time by the President or by the Board of Directors through the President.

Duties of Assistant Secretary

The Assistant Secretary shall perform the duties of the Secretary in the absence of the Secretary and perform other duties as directed by the President or Board of Directors through the President.

Duties of Treasurer

The Treasurer shall provide oversight of all funds and securities belonging to the Association and recordkeeping of full and accurate accounts of the finances of the Association under the direction of the Board of Directors. He/she shall cause a true statement of the assets and liabilities of the Association as of the close of each fiscal year, all in reasonable detail, to be made and filed with the President within one month after the end of each fiscal year. On a cash basis a detailed ledger of all receipts and disbursements of funds by the Association shall be maintained; said ledger shall be kept at such place as authorized by the Board of Directors, and which shall be open to inspection by any member of the Association, any member of the Board of Directors and

by any other persons having a legitimate interest in the information contained therein. A report of the financial status of the Association will be provided to the Board of Directors at each regular scheduled meeting.

Duties of Assistant Treasurer

The Assistant Treasurer shall perform the duties of the Secretary in the absence of the Treasurer and perform other duties as directed by the President or Board of Directors through the President.

Duties of Parliamentarian

The Parliamentarian shall be responsible for maintaining order during all meetings in accordance with Robert's Rule of Order.

Duties of Assistant Parliamentarian

The Assistant Parliamentarian shall perform the duties of the Parliamentarian in the absence of the Parliamentarian and perform other duties as directed by the President or Board of Directors through the President.

Duties of Historian

The Historian shall be responsible for maintaining records of the history of the Georgia Head Start Association. Records shall consist of past and current events and be inclusive of written documents and photographs.

Duties of Assistant Historian

The Assistant Historian shall perform the duties of the Historian in the absence of the Historian and perform other duties as directed by the President or Board of Directors through the President.

Duties of Region IV Representatives

Region IV Representatives of the Association shall ensure open lines of communication between the Association and the Region IV Head Start Association Board of Directors. Representatives will be responsible for (1) representing the interest of the Association, (2) providing information to the Board of Directors concerning information and issues addressed by the Region IV Board of Directors and (3) expressing Association information and issues to the Region IV Head Start Board of Directors.

GEORGIA HEAD START ASSOCIATION
Officer/ Region IV Representative Self-Nomination Form

I nominate myself (name) _____ from (Agency) _____
for the position of _____.

A one page resume and appropriate letter concerning financial support from the Agency accompany this form.

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Explain fully why you think you are appropriate for the
above position:

For Nominating Committee Use Only Verified by _____ Method _____ Date ___/___/___

Signature

Date
(Attach additional pages, if necessary.)

For Nominating Committee Use Only Member Status ___ Membership Category ___ Application Status: Complete ___ Incomplete ___ Date Received: ___/___/___ Comments: _____ _____ _____

GEORGIA HEAD START ASSOCIATION
Officer/ Region IV Representative Nomination Form for nominating a person

I nominate _____ from (Agency)_____

for the position of _____.

I have contacted this person and they have agreed to be nominated for this office. The one page resume and appropriate letter concerning financial support from the Agency must accompany this form, as well as written documentation from the individual being nominated verifying that they are in agreement with the nomination.

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Explain fully why you think this person is appropriate for the above position:

For Nominating Committee Use Only Verified by _____ Method _____ Date ___/___/___

Signature

Date
(Attach additional pages, if necessary.)

For Nominating Committee Use Only
Member Status ____ Membership Category ____
Application Status: Complete ____ Incomplete ____
Date Received: ___/___/___
Comments: _____

