

# NOMINATION FORM FOR 2009 BOARD

Get involved in the New Mexico Euskal Etxea!

We need you, your ideas, and your enthusiasm for next year's Board of Directors.  
Please consider nominating yourself or someone you know for a position with this form below.

**Please send this form by August 31, 2008 to:**

New Mexico Euskal Etxea  
Attn: Lisa Van De Graaff  
2307 Camino Artista  
Santa Fe, NM 87505  
or email to [lisa@buber.net](mailto:lisa@buber.net)

**President** (2009-10, 2 year commitment):

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**Vice-President** (2009-11, 3 year commitment):

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**Secretary/Treasurer** (2009-10, 2 year commitment):

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**Four Directors** (2009, 1 year commitment):

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Additional information about the election process, terms of service, and Board responsibilities, see the club web site:  
[www.buber.net/NMEE/](http://www.buber.net/NMEE/)

Your Name: \_\_\_\_\_

**NEW MEXICO EUSKAL EXTEA**  
Board of Directors

| <b>Position</b><br>(Art. II) | <b>Duties</b><br>(by-laws, Art. V)   | <b>Term</b><br>(Art. II)  | <b>Votes</b><br>(Art. IV)                        |
|------------------------------|--|---|--|
| President                    | <ul style="list-style-type: none"> <li>• Shall determine agendas and preside at all meetings of the Board and of the members whether general or special.</li> <li>• Shall sign all contracts, deeds and other instruments ordered to be executed by the Board.</li> <li>• Shall represent the organization on all public relations as deemed necessary by the Board.</li> <li>• Shall oversee and/or delegate the following duties to the officers and/or members:               <ul style="list-style-type: none"> <li>○ Publication of the Club newsletter.</li> <li>○ Maintenance of the Club web site.</li> <li>○ Maintenance of the Club library.</li> <li>○ Club representative at N.A.B.O. meetings.</li> </ul> </li> </ul>   | <p style="text-align: center;">one (1) year<br/>as VP,</p> <p style="text-align: center;">then<br/>one (1) year<br/>as President,</p> | one vote   |
| Vice-<br>President           | <ul style="list-style-type: none"> <li>• All the responsibilities of a Director</li> <li>• Shall be the official communicator with NABO.</li> <li>• Shall assume all duties of the President when the President is unable to carry them out.</li> <li>• Shall assume the role of President when the current President's term has expired.</li> </ul>   | then<br>one (1) year<br>as Past-<br>President   | one vote   |
| Past-<br>President           | <ul style="list-style-type: none"> <li>• Shall bring consistency to the Board and Board decisions by consulting at Board meetings.</li> </ul>  |   | one vote   |
| Secretary /<br>Treasurer     | <ul style="list-style-type: none"> <li>• Shall record all proceedings and decisions of the Board meetings and membership meetings.</li> <li>• Shall keep the book of accounts showing all receipts and disbursements and will deposit all funds in a bank account assigned and approved by the Board. The accounting will be available to the Board upon request.</li> <li>• Shall be responsible for all correspondence as deemed necessary and approved by the Board. This includes (but is not limited to) collecting, reading, and acting upon incoming Club mail.</li> <li>• Shall collect membership dues and maintain membership roster with current addresses and status.</li> <li>• Shall be responsible for the preparation and submission of any necessary legal documents, including, but not limited to taxes.</li> </ul> | two (2) years   | one vote   |
| Directors<br>(4)             | <ul style="list-style-type: none"> <li>• Shall be in charge of all activities and events.</li> <li>• Shall be responsible for all news releases, official announcements, and advertising.</li> <li>• Shall be responsible for all procurements, equipment, donations, &amp; purchases approved by the Board.</li> <li>• Shall be responsible for fund raising.</li> <li>• Shall be responsible for selecting committees and presiding over such committees as needed to accomplish the above.</li> </ul>   | one (1) year  | one vote<br>for each of<br>four (4)<br>Directors |