



## Call for Nominations

It's time to elect the 2019-2020 Executive Committee of the **Alaska Association for Historic Preservation (AAHP)**, and we call for nominations to the following positions:

**President**

**Vice President**

**Secretary**

**Treasurer**

**At-Large Seats (5-7)** - Nominated from the nominating committee of the next AAHP annual meeting.

**Nominees must be current paid members of the AAHP** and members are welcome to nominate themselves to run for positions. Please consult our website [www.aahp-online.net](http://www.aahp-online.net) for a Board position application and include a short statement about the nominee (<150 words) and their interest in the position **by November 1st, 2019.**

**Elections will be held at our annual meeting in November with an effective date of January 1, 2019 for board and officers to start their term.**

**Please submit nomination form via email or mail to:**

Alaska Association for Historic Preservation  
P.O. Box 102205, Anchorage, Alaska 99510-2205  
AKPreservation@gmail.com  
(907) 929-9870  
[www.aahp-online.net](http://www.aahp-online.net)

### **Position Descriptions:**

#### **President:**

The President presides at all meetings of the Association and of the Executive Committee. The President sees that all undertakings authorized by the Committee are properly carried out. Acting on advice and consent of the Committee, the President appoints all necessary committees and define their duties. The President has the power to make appointments to fill vacancies in the Committee, subject to a vote of approval by a majority of the Committee.

#### **Vice-President**

The Vice-President will be the point of contact and coordinator of the topical sections. In the absence of the President, the Vice-President shall perform the President's duties as outlined above. The Vice- President is responsible for promoting membership and serve as the Chair of the Nominating Committee, actively recruiting/retaining membership.

#### **Secretary**

The Secretary shall record minutes of regular Board and Executive Committee meetings as well as record minutes developed and passed via email; ensure that activities of Boards, Committees and membership are conducted according to Association policies; ensure necessary documentation

and policies are met for purposes of federal 501c3 non-profit organization rules; and develop an annual summary of Committee activities and decisions to be posted on the Association website.

**Treasurer**

- Working with the President, Editor, and Membership/Finance Manager, the Treasurer will develop the Association’s annual budget and present it to the Committee for approval; administer the finances of the Association, ensuring that the financial records are maintained as appropriate for non-profit organizations and according to budgetary regulations approved by the Executive Committee; and be responsible for Association funds, spending them as authorized by the Executive Committee.
- The Treasurer shall ensure that the membership list is maintained; dues are collected, and shall provide for the care and sale of surplus copies of publications.
- The Treasurer shall provide a financial report to the Finance Committee at least quarterly as well as an annual report of the Association’s financial condition.

**At-Large**

The At-Large position is comprised of Board members shall serve within the same rights as the Executive Committee Board members, attending all regular and appointed committee meetings, sharing ideas, guidance, and expertise. At-large Board members shall work with other Board members and staff to complete assigned Association tasks. There are 5-7 positions available.

**Additional Board and Committee Information:**

Standing Committees	Typical Roles
Executive	Comprised of board officers; oversees operations of the board and often acts on behalf of the board during on-demand activities that occur between meetings and these acts are later presented for full board review. Ensures effective board processes, structures, and roles, committee development, board and executive director evaluations; and sets agenda.
Finance	Led by Treasurer; oversees development of the budget; ensures accurate tracking/monitoring/accountability for funds; ensures adequate financial controls; reviews major grants and associated terms; and recommends financial guidelines to the board.
Membership	Oversees development and implementation of the Membership Plan; grows membership (annual support from a wide base of supporters).
Fundraising	Oversees development and implementation of the Fundraising Plan; identifies and solicits funds from external sources of support (grants, endowments, sponsorships, etc.).
Partnership Outreach	Guides development of partnerships with outside entities in the preservation community; establishes plan and priorities.
Public Relations/ Marketing	Represents the organization to the community; enhances the AAHP's image, including communications with the press.
Education	Enhances the knowledge of the preservation community on behalf of AAHP.
Easement	Actively protect significant historic resources by accepting and administering preservation easements; and educate about the individual and community benefits of easements.
Nominations	Led by Vice President. Identifies needed board member skills, suggests potential members, and orients new members; sometimes a subcommittee of the Executive Committee.