**NHSMA Board member / election information taken from the NHSMA By-laws.**

**OFFICERS**

**The officers of the NHSMA shall be President, VP (President Elect), Secretary and Treasurer.**

**The term of office for each elected officer shall be for one (1) year or until their successors are elected.   There is no limit on number of consecutive terms in any one office.**

**Duties of officers**

**A.      The President shall preside at all meetings; shall appoint all standing and special committees with the approval of the officers.  If at all possible, the President should attend the National AAMA Convention, attend presidential functions as well as be an AAMA delegate.**

**B.      The Vice-President (President Elect) shall assist the President as requested during the year.  In the absence of the President, the VP shall assume the duties of the President.  At the end of his/her term, the VP shall assume the office of President following installation.**

**C.      The Treasurer shall be responsible for the monies and financial records of the NHSMA and shall pay all authorized obligations.  The Treasurer must be able to be bonded.**

**D.      The Secretary shall be responsible for the minutes of all NHSMA Executive Board meetings, regular and special.**

**ELECTION OF OFFICERS**

**No member may run for an elected office if dues are not considered current by the Executive Office of the AAMA.**

**The VP (President Elect) shall be responsible for setting up a slate of officers from those candidates submitted to her/him 10 (ten) days prior to the Annual Meeting by the Election Committee.**

**In order to be nominated for election as NHSMA President or VP (President Elect), he/she must be an Active or Life Member of the AAMA and member of NHSMA.  He/ she must have served as an Elected Board Member or on state committee for two years prior to nomination.**

**In order to be nominated for election as NHSMA Secretary or Treasurer, he/she must be an Active, Life or Associate member of the AAMA and member of NHSMA.**

**Nominations for office may be made to the VP (President Elect) from the floor on the day of elections.  As of 2020 nominations and voting can be done virtually online. The nominee must present documentation that he/she is an eligible member for the office he/she is seeking, provide proof he/she is in good standing, has a current professional resume to be provided to all voting members at the conference, and has signed a statement of intent to uphold NHSMA and AAMA standards**

**Election of officers shall be held during the Annual Spring Meeting.  Each present eligible member shall vote by written ballot at the Annual Meeting on those officers so nominated and presented to them by the VP (President Elect).  If there is only a single slate of nominees, vote may be taken by raise of hands.**

**Officers shall be elected by a majority vote of the total voting power present at the annual NHSMA meeting.  If a single candidate does not receive a majority vote after two ballots, the candidate with the least number of votes is removed and a revote occurs.  This process would continue until such time that a single candidate receives a majority vote.**

***Supplemental info: Not contained in or taken from the NHSMA By-laws*.**

**NHSMA also has a non-elected position called a Regional Ambassador who acts as the “go to” person for other MAs within their region. They also help promote and market the NHSMA within their region while also assisting in setting up events, such as conferences and CEU events.**

**NHSMA also has additional non- elected positions called committee chairs or committee members. Our current committees currently consist of:**

**Education committee**

**Communication committee**

**Marketing committee**

**A committee chair heads the committee with the help from its committee members.**