



Maryland Retired School Personnel Association
 8379 Piney Orchard Parkway, Suite A • Odenton, Maryland 21113
 Office: 410.551.1517 • Email: mrspa@mrspa.org
www.mrspa.org

NOMINATION FORM FOR THE POSITION OF SECRETARY

DEADLINE FOR NOMINATION IS OCTOBER 28, 2022

Name of Nominee: _____

Nominee's Address: _____

Cell Phone No.: _____ Home Phone No.: _____

Email Address: _____

Local Association: _____

Has this person served in an elective office within his/her local association? Yes No

If yes, please list at least one:

Position Held	Dates of Service

Is this nominee aware of this nomination? Yes No

Does the nominee have adequate time available to actively serve? Yes No

Please summarize why the nominee would make a good candidate for this position:

Name of MRSPA member or local association making this nomination: _____

Return form by US Mail or Email before October 28, 2022 to:
 MRSPA Nominating Committee, 8379 Piney Orchard Parkway, Suite A, Odenton, MD 21113
mrspa@mrspa.org



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SECRETARY

**QUALIFICATIONS, TERMS OF OFFICE AND DUTIES
(ACCORDING TO THE MRSPA BYLAWS)**

ARTICLE VI – OFFICERS

Section 2. *Qualifications*

- a. Officers shall be active members of both the Maryland Retired School Personnel Association and their local organization/association.
- b. Officers shall have served as an elected officer or as a committee chair of a local association.
- c. Officers shall have served the Maryland Retired School Personnel Association as committee chair, committee member, or member of the Board of Directors.

Section 3. *Terms*

- c. The term of office of the Secretary shall be for one year and may not exceed three consecutive years.

Section 4. *Duties of the Officers*

- e. The Secretary
Shall take the minutes and maintain a full record of all business transacted at regular and special meetings, meetings of the Board of Directors and the Executive Committee.

*Candidates for secretary should be able to use Microsoft Word and be familiar with email and sending Word documents as attachments via email.