

**VAFRE**  
***Nomination Form for***  
***2016/2017 New Board Members***

The *VAFRE Nominating Committee* is seeking nominations to fill vacant positions for the Board of Directors for the 2016/2017 fiscal year. **Now** is the time to take your membership to the next level and make a commitment to VAFRE or to nominate someone else for the Board. Your nominations are needed by **Monday, February 29, 2016**. Each nominee will receive a *Candidate Interest Form* that must be completed to be considered for a position by the Nominating Committee.

**Eligibility and Term of Office:** To be a director, you must be a member, in good standing. Each elected Director shall take office on July 1, 2016 for a two-year term and is responsible for, along with other Board members, determining VAFRE policies and supporting the mission of the organization. Time commitment includes board meeting the first Tuesday of every other month and the time needed to complete the tasks of your board role.

**A listing of current positions of the VAFRE Board:**

***President*** Provides leadership and is the formal representative and spokesperson for VAFRE. Chairs the Executive Committee.

***Past President*** Serves as advisor to the President and is the liaison to the VAFRE Board Nominations Committee.

***Vice President*** Serves as President-elect and represents the President in his/her absence. Provides board leadership for the Awards Committee and Chairs the VAFRE Directorship Committee.

***Secretary/Treasurer*** Oversees the recording of minutes for Board meetings, and the organization's financial management. Ensures fiscally and ethically sound stewardship of the organization's resources.

***Awards Committee*** – The committee is responsible for planning and promoting the Annual Awards Luncheon.

***Communications Committee*** – The committee is responsible for the overall communications component of the organization, increasing the community's awareness of VAFRE and promoting VAFRE's events through the use of print, broadcast and electronic media.

***Membership Committee*** – This committee is responsible for the overall recruitment and retention of membership and the functions conducted on behalf of the membership. Specific responsibilities include: Membership Renewals and Recruitment; New Member Orientation; Member Social Events; Registration - Recruits and trains registration volunteers for all regular VAFRE meetings and special events; designate Table Hosts at monthly meetings; administer the Scholarship Program; conduct periodic surveys, focus groups, and other tests to assess feedback from VAFRE membership; Sponsorship – secures sponsors to highlight their organizations at monthly meetings.

***Program Committee*** – The committee is responsible for the overall program component of the membership meetings and events. Specific responsibilities include: planning topics and securing speakers for all monthly luncheons; Special Events – coordinates the Summer Series Programs; National Speaker – coordinates two national speaker events for the membership each year.

***Member-at-Large*** Serves without designation to a particular area of focus but supports the broad work of the board through active involvement and support of other board members, as needed. Signs up for and supports the work of one or more of the standing committees.

Your response for nominations is vital to ensure the diverse representation of VAFRE. Please help us put together a team of your peers that will share a common vision for the future success of VAFRE.

*I would like to nominate the following individual to serve on VAFRE's 2016-2017 Board of Directors:*

**Nominee Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of Nominator \_\_\_\_\_

All nominees will be contacted to fill out a *Candidate Interest Form* for review by the VAFRE Nominating Committee.

**Questions?**

Contact Susan Early, VAFRE Nominating Committee Liaison, e-mail: [greycourt12@gmail.com](mailto:greycourt12@gmail.com)

**All nominations should be returned to [admin@vafre.org](mailto:admin@vafre.org) or faxed to 804/368-3398 no later than Monday, February 29, 2016.**