

STANDARD OPERATING PROCEDURE

Notice: This document is intended to be a living document and shall be reviewed and amended as deemed appropriate with the approval of the Board. This Standard Operating Procedure document was approved by the AARST Board as of 4-6-2021.

Standard Operating Procedure for AARST Elections

It is essential that the election of Officers and Directors be done in a manner that is consistent with the AARST Bylaws. The intent of this document is to provide guidance to the Board and the Nominating Committee to help ensure that the election process is carried out in a timely and orderly manner and is consistent with the AARST Bylaws.

1.0 Timeline

Timeline for Board Elections	
Step (Bylaw requirement)	# Days before Annual Meeting
<i>Nominating Committee is named</i>	320 (first monthly Board Meeting after Symposium)
Nominating Committee reviews Nominating Packet and Nomination Process and Forms for updating	181-320
Call for nominations	180
Deadline for nominations including bios and photos	120
Nominating Committee considers candidates	60-120
Nominating Committee delivers slate of candidates to the Board for review (only in the SOP)	45-60 or 2 Board Meetings before Symposium
Nominating Committee notifies accepted candidates, and notifies and thanks other nominees for participating	44
Candidates must update their bios no later than 40 days before the annual meeting	40
Nominating Committee delivers slate of candidates to the Secretary	35
Accessibility ADA Paper Ballot Notice to Membership – Allowing for Request for Paper Ballots	30
Slate is announced to membership (allows members extra time to review - only in the SOP)	24
Send Paper Ballots to Members Who Requested Special Accessibility	20
Secretary ensures electronic ballot is sent to members	14 (10 days to vote)
Reminders to vote automatically sent only in the SOP	13
Ballot is closed at Noon one Day before Annual Meeting	1

Results tabulated, the Secretary certifies and a member designated by Executive Committee verifies results	1
<i>Tie vote, if any, reported to the Board for action</i>	18 hrs prior
<i>Result announced at Annual Meeting</i>	0

2.0 Nominating Committee

The Nominating Committee should be named at the time of the first Board meeting after the Symposium and before the call for nominees is announced. Although not required by the Bylaws, the members of the Nominating Committee should be approved by the AARST Board.

According to Section 8.01 of the Bylaws, the Nominating Committee shall consist of one Vice President selected by the President, two Chapter Council Members selected by the Chapter Council, and two Members-at-Large selected by the Board.

The two Members-at-Large can be any members in good standing of AARST. (See Section 2.06 of the Bylaws for the definition of Members in Good Standing.) However, the following is suggested for guidance. The intent of a Member-at-Large is that there is at least one person who is not currently on the Board, although the Bylaws do not preclude this. It should be someone that can effectively represent the membership “at-large.” This person should be someone who either does not have any known personal agendas, or who can put any personal agendas aside for the benefit of AARST. This person should have a broad knowledge of the membership of AARST and the workings of the organization. A past Officer or Director who is not currently on the Board would be a good candidate for Member-at-Large. The two Members-at-Large are approved by the Board.

The committee shall identify potential candidates. The Chapter Council Members should contact every Local Chapter President preferably by phone to make them aware of the open positions on the Board and solicit their input. Further contact can be by e-mail, phone, or any other method that is convenient. The committee should begin this process in the March/April time frame.

The committee shall discuss potential candidates and share in the process of contacting candidates to be asked to serve AARST. All candidates must have a clear understanding of the commitment to AARST that is being asked of them and must have agreed to that commitment before their names can be placed on the slate. The current board contract should be provided. If a candidate is willing to be nominated, the candidate shall provide the required bio and photo by email to the Nominating Committee chair.

The committee shall announce a call for nominations to the membership through AARST communications channels. The committee will accept self-nominations and third-party nominations and will give strong consideration to nominations accompanied by a petition that is signed by ten (10) members in good standing, provided that said petition nomination shall be limited to one nomination per company, group or entity making the submission.

The committee shall not consider any nomination before receiving the required bio and photo.

All members of the Nominating Committee should concur with the slate before it goes forward. One acceptable method for polling committee consensus is the distribution of the proposed slate where the proposed slate shall be deemed approved should no significant objections be raised within 14 days after distribution. Should the committee be unable to reach agreement, the committee chair should notify the Executive Committee or the Board for final resolve and with consideration that time may be of the essence.

The slate must be delivered to the AARST Secretary, in writing, at least 35 days before the Annual Meeting.

Although not required by the Bylaws, the slate of nominations should be reviewed by the AARST Board and the Board may add nominees as it sees fit. It is recommended that this be done no less than 45 days before the Annual Meeting during a meeting of the Board or by web vote. An acceptable method for polling Board consensus is the distribution or announcement of the proposed slate where the proposed slate shall be deemed approved should no significant objections be raised within 10 days after the announcement or distribution. If the Board has specific problems or objections with the slate of candidates, or additions to the list of nominees for candidacy, to the extent that the Board does not approve the slate, these objections should be clearly voiced to the Nominating Committee through the Vice President who is serving on the committee. The Nominating Committee would then be expected to deliver a revised slate to the Secretary as quickly as possible, bearing in mind the deadline for sending ballots to the membership.

Prior to considering a nominee, the Nominating Committee shall have a brief bio and photograph of the candidate. A few short paragraphs may be appropriate. However, the bios requested from President Elect nominees should be more detailed or about one page in length due to the importance of the President Elect position.

3.0 Guidance for Selection of Nominees

The Nominating Committee should review the Bylaws, especially Sections 4.01 through 4.04 and 5.01 through 5.06 relating to the makeup of the Board.

Summary of bylaws regarding terms of office

As per the bylaws 4.03 regarding Terms of Directors, Nationally Elected Directors shall hold office for a term of two years. A Nationally Elected Director may serve a maximum of three consecutive terms plus the unexpired term of a previous Director.

As per the bylaws 5.06 regarding Terms of Officers, Officers serve for a term of two years or until their successors are elected. A President-elect shall be elected every other year for a one-year term and afterward shall serve as President for two years. The outgoing President shall become the Immediate Past President, and shall serve as an Officer, for a term of one year. Except for the President, President-elect and Immediate Past President, an Officer may serve a maximum of three consecutive terms plus the unexpired term of a previous Officer.

President-Elect

The most critical selection that a Nominating Committee can face is the selection of a candidate for President-Elect. This person must be committed to serving AARST for a period of four years; one year as President-Elect, two years as President, and one year as Past-President. Although the elected person will serve one year “in training” as President-Elect before becoming President, it is extremely desirable that candidates for President-Elect have prior AARST Board experience as either an Officer or a Director.

Vice President

According to the Bylaws, Vice Presidents have few specific duties beyond serving on the Nominating Committee; however, the President typically consults often with the Vice Presidents and calls upon them for numerous tasks throughout their terms. Further, the President can call upon a Vice President to assume the duties of the President because of an illness or other reason why the President cannot fulfill the duties of the office. Past Board experience as a Director or Officer is desired.

Secretary and Treasurer

Candidates for the Offices of Secretary and Treasurer must be willing to make a significant contribution to AARST in terms of time and service for a period of two years. It is very important that these two Officers be able to travel to meetings of the Board and be available frequently for consultation and conference calls. Past Board experience as a Director or Officer ~~is~~ and skills appropriate to the needs of the position are desired.

National Directors

Candidates for National Director should represent a cross-section of the industry. These candidates also must be prepared to make a serious commitment to AARST in terms of attending meetings of the Board, either in person or by conference call, serving on committees and otherwise assisting as requested. No prior Board experience is expected. Half of the Directors are replaced each year, thus leaving half that have at least one year of Board experience.

4.0 Ballot

Upon approval of the slate of nominations by the Board, the Secretary shall see that the ballot is sent to the membership in accordance with Section 4.02 of the Bylaws. This section states “Nationally Elected Directors shall be elected by the membership of the Association by a ballot mailed, or otherwise distributed, to all members in good standing not less than fourteen (14) days prior to the Annual Meeting of the Association.”

The ballot should list candidates for any open Officer positions in the following order: President-Elect, President, Vice President, Secretary and Treasurer. If there are multiple candidates for an office, the names should be listed alphabetically by last name. There should be a space for a write-in candidate for only those candidates who are running unopposed. Candidates for open Director positions should be listed alphabetically by last name. There should be adequate space for write-in candidates for the open Director positions. A space or check box or some other method must be provided by each name that clearly indicates how a member is to vote.

Included with the ballot should be a photo and brief bio of each candidate. All candidates shall be invited to provide any needed update to the bio that was initially obtained by the nominating committee

AARST SAMPLE BALLOT FORMAT

Please enter a check or X in the box provided by each name for which you wish to vote. Any write-in candidates must be members in good standing of AARST.

President-Elect (vote for ONE)

- Rad N. Ranger
- Ion I. Zation

Vice-President (vote for ONE)

- Smokey T. Bear
- Tony T. Tiger

Secretary (vote for ONE)

- Alpha P. Article Write-in
-

Treasurer (vote for ONE)

- Pierre Curie
- Millie Graham

Directors (vote for up to FIVE)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Hans Beta | <input type="checkbox"/> Write-in |
| <input type="checkbox"/> Write-in | <input type="checkbox"/> Marie Curie |
| <input type="checkbox"/> Pico Gray | <input type="checkbox"/> Cindy Lation |
| <input type="checkbox"/> | <input type="checkbox"/> Remy Martin |
| <input type="checkbox"/> Gamma Meter | |
| <input type="checkbox"/> Paul Onium | |
| <input type="checkbox"/> Micro Sievert | |

The appendix contains a description of the electronic balloting process.

5.0 Tabulation

The ballots are tabulated by the electronic election program. ADA ballots are paper ballots that have been requested and send to the AARST Office within the required timeline and are hand processed at the time of electronic tabulation. The results should be given to the Secretary for certification. Another person who has been designated by the Executive Committee shall verify the certification of the Secretary. Although not required by the Bylaws, this person should be a member in good standing of AARST. Although not required by the Bylaws, this selection should be approved by the Board or at least announced to the Board to afford the opportunity for addressing any discussions or concerns. The person selected should not be one of the candidates on the ballot. The person selected may be, but does not have to be, a current member of the Board. If possible, before the Annual Meeting, the Secretary and member who verified the results shall notify any unsuccessful candidates that they were not elected and thank them for running.

Any returned ADA ballots will be presented to the Secretary, who in the presence of the designated verifier, should check each returned envelope and verify that it was signed by a member in good standing. Only after this verification occurs should the envelope be opened. Unsigned envelopes, or envelopes signed by someone who is not currently a member in good standing of AARST, shall not be opened. When the envelope is opened, the ballot should be removed and separated from the envelope. Only after all the valid

envelopes have been opened, and the ballots separated from the envelopes, shall the tabulation begin. In this way no one should know how any member voted.

The Secretary and designated verifier shall report the results to the Board. The Secretary shall announce the results of the election at the Annual Meeting.

Appendix A

Detailed Instructions for Content of Ballot Distribution

1. Bios and Photos

Included with the ballot should be a photo (if the candidate desires) and brief bio of each nominee. The Nominating Committee request this information from the candidates when they self-nominate or are contacted and asked to run for Board positions. The bios are collected by the Nominating Committee and included in the slate that is forwarded to the Board and Secretary. Candidates who have been formally nominated shall provide any needed update to the bio that was initially provided to the nominating committee. Bios for candidate must be finalized and updated with the Nominating Committee 40 days before the election.

The bios should be about ¼ page each. The exception to this is the bios for candidates for President-Elect. Due to the importance of this position, the bio should be about one page in length

3. Protecting the integrity of the Ballot.

Steps shall be taken to avoid the possibility of inappropriate ballot reproductions and false votes.

3.a. 1. ADA Mailing Envelopes

This is the envelope that contains the entire package of material being mailed to each member of AARST. A 9" x 12" brown clasp envelope should be used for this purpose. The AARST return address and postage permit can be affixed as labels.

3.a. 2. ADA Preaddressed Return Envelopes

A standard No. 10 business envelope should be used for this purpose. The address to which the ballots should be mailed should be preprinted on the envelope as well as lines for a return address. This printing could be done with a laser printer. No postage should be affixed to these envelopes. These envelopes could be prepared well in advance of the ballot mailing.



Nominating Committee Package

AARST Board & Officer Job Descriptions

The following document provides nominating committee members, and prospective nominees as candidates for election to the Association's national board, a brief overview and synopsis of the roles, time commitments, and responsibilities of an AARST board members and officers.

The references to the association's bylaws are in an annotated form and are not meant to be comprehensive; members, nominees and candidates may request an up-to-date copy of the AARST Bylaws from either the board or the Executive Director for more detailed information.

Mission Statement

AARST is a nonprofit, professional organization of members who are dedicated to the highest standard of excellence and ethical performance of hazard identification and abatement of radon, chemical vapor intrusion, and other contaminants of concern in the built environment. The organization primarily strives to advance the interests of its members through developing industry standards, certifying technical proficiency, enabling advancement of public policy, and communicating health risks to the public.

JOB DESCRIPTION – AARST BOARD MEMBER

TITLE: Board Members

REPORTS TO: President

DESCRIPTION: 10 Board Members are elected by the membership (5 each year) for two-year terms; board positions are voluntary and uncompensated. AARST Chapter Presidents also serve on the national board, as do at least five to six officers: President, 2 Vice Presidents, Treasurer, Secretary, and Immediate Past President (all comprising the Executive Committee.)

RESPONSIBILITIES: Time Commitment: ½ to 1 hour per week. Board members are expected to attend 9 to 10 board conference calls per year, usually a ninety-minute call on a set Friday at 11:00 AM Eastern; additionally, board members are requested to attend a winter board retreat of at least 2.5 days; and also attend annual board and association meetings at the annual International Radon Symposium (usually held in the fall of each year.) The Association does not provide travel or hotel compensation to board members.

PURPOSE: Board Members set goals and policies and procedures of the organization to further the mission statement of the Association, including ensuring the legal and financial sustainability of the International Radon Symposium, the AARST Consortium of National Radon Standards, and the National Radon Proficiency Program. Board members do not directly set standards or certification policies, nor do they hire or direct the day-to-day operations of staff for these programs. Board members who chair committees may expect to spend up to 2 hours a week on such duties. Board members are required to sign ethics and conflict of interest statements that require disclosure (and possible recusal from deliberations) of any conflict of interest prior to deliberation and voting on an item. Duty of care and duty of loyalty to the organization are general legal requirements of every board member.

Annotated SYNOPSIS OF RELEVANT AARST BYLAW REFERENCES

Sec. 4.01 Composition of the Board

The Board shall consist of all Officers, Nationally Elected Directors and Council Elected Directors, collectively known as “Directors” and Officers.
Effective October 24, 2022: Constitution of the Board shall be restricted to no more than two Directors and no more than one Officer from a single company or organization of common ownership or other closely related companies.

Sec. 4.02 Election of the Nationally Elected Board

Board members shall be members in good standing of the Association. Officers and Nationally Elected Directors shall be elected by the membership of the Association by a secure, independent internet balloting service, made available and posted to all members in good standing not less fourteen (14) days prior to the Annual Meeting of the Association. Special paper mailed ballots will be available for members without internet access by special request to the Secretary. The Secretary will also plan for any member who, 30 days prior to the election, requests to vote by a fair and transparent voting process that meets proven special needs to fulfill access requirements under the American Disabilities Act. The results of the election shall be tabulated based upon all ballots returned, including both internet ballots and special ballots as may have been cast. For each Officer position, the winner shall be the candidate for that office receiving largest number of votes. For the positions of Nationally Elected Directors, winners shall be those having the largest number of votes among the candidates, as shall be enough to fill the number of open seats for said Directors. The results of the election shall be tabulated by the Secretary, verified by another person designated by the Executive Committee 24 hours prior to the Annual Meeting, and announced at the Annual Meeting of the Association. In the event of a tie, the sitting Board will cast a tie breaking vote consisting of a quorum of the Board.

Sec. 4.03 Number of Nationally Elected Directors

The number of Nationally Elected Directors shall be ten (10).

Sec. 4.04 Vacancies

The Board may at any meeting fill any vacancy in its membership.

Sec. 4.05 Meetings

The Board shall in each year hold one or more meetings in person or via telephone or internet conferencing, on such days and at such hours as the Board may from time to time determine. Special meetings shall be held on the call of the President or upon the request of three members of the Nationally Elected Board. The Executive Director shall provide all Board Members and Chapter presidents with a yearly schedule of monthly Board calls and meetings by no later than December 31st of the previous year. Either the Secretary, President or Executive Director (or staff) shall provide a reminder or change-of-date notice no less than 10 days prior to each meeting. Attendance by Nationally Elected members of the Board at all meetings is expected. A Nationally Elected Board member who has more than three consecutive absences shall be removed and replaced by action subject to the approval of the Executive Committee. The secretary shall take written meeting minutes of any board meeting that shall be approved by Board vote and retained with the meeting agenda, and after approval posted and made available for membership access.

...

Sec. 4.07 Purpose and Powers

The Board shall have all such powers as are provided by law, its Articles of Incorporation, and these Bylaws, including without limitation the power to hire and discharge the Executive Director, and the power to do any and all lawful acts

necessary or desirable for carrying out the Association's purposes. The Association is not organized for profit and no part of its assets or income shall inure to the benefit of any private individual, partnership, or corporation. The Association shall not engage in any activities that are inconsistent with its qualification as a tax-exempt organization under Section 501(c) (6) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law). Without prejudice to the foregoing, it is hereby expressly declared that the Board shall have the following powers...

Sec. 4.08 Remuneration

Members of the Board shall not receive any salary or other compensation for their services as directors.

Sec. 4.09 Indemnification

The Association shall indemnify, to the full extent permitted by the laws of the state of New Jersey any Board Member, officer, employee, or agent of the Association against expenses actually and necessarily incurred in connection with the defense of any action, suit or proceeding in which such individual is made a party by reason of being or having been such Board Member, officer, employee, or agent, except the Association shall not indemnify such individuals for willful misconduct. Such indemnification shall not be deemed exclusive of any other rights to which such Board Member, officer, employee, or agent may be entitled under any agreement, vote of the Board, or otherwise.

Sec. 4.10 Ethics

The President of the Board shall advise Board members and officers of their positive duty to make a full disclosure to the Board of any financial interest or other potential conflict of interest which they may have in matters under consideration by the Board. The minutes of the Board shall record this fact and any member's disclosure of an interest shall be referred to in the minutes. At the discretion of the Board, the Board may require that the interested Board member shall not be present during nor participate in discussions involving a possible conflict. The interested Board member shall in no event vote on issues involving a possible conflict. The minutes shall reflect the decision of the Board regarding participation in discussions and that the Board member did vote upon the matter being considered.

Sec. 4.11 Ethics, Impartiality and Confidentiality

All Board Members, Committee Members, participants in NRPP and Consortium committees, staff and consultants shall abide by the terms and conditions of the standard on Ethics, Impartiality and Confidentiality.

JOB DESCRIPTION - PRESIDENT

TITLE: President

REPORTS TO: Board of Directors and Membership

DESCRIPTION: Elected by the membership as the Chair of AARST board; member/Chair of the AARST executive committee

RESPONSIBILITIES: Time Commitment: 1.5 hours a week.

PURPOSE: Leads the AARST Board to set goals and policies for the association and works directly with the Executive Director to see that those goals are carried out. Chairs AARST board meetings and AARST Executive Committee meetings, assigns committee chairs and establishes temporary ad hoc committees.

SYNOPSIS OF RELEVANT AARST BYLAW REFERENCES

Sec. 3.05 Organization

Meetings of members of the Association shall be presided over by the President, or in the absence of the President by the Immediate Past-President or the President-elect or the senior Vice President present. The Secretary of the Association shall act as secretary of each meeting. In the absence of the Secretary, the presiding Officer shall choose any person present to act as secretary of the meeting.

Sec. 5.02 President: Power and Duties

The President shall preside at all meetings of the members of the Association, the Board, and the Executive Committee. The President shall see that all orders and resolutions of the Board are carried into effect and shall freely consult the Board concerning the activities of the Association. The President shall be ex officio member of all committees and shall perform such other duties as shall from time to time be assigned to the President by the Board. Unless otherwise specified in these bylaws, the President shall appoint the chairs of committees, subject to Board approval.

Sec. 4.12 Ethics

The President of the Board shall advise Board members and officers of their positive duty to make a full disclosure to the Board of any financial interest or other potential conflict of interest which they may have in matters under consideration by the Board. The minutes of the Board shall record this fact and any member's disclosure of an interest shall be referred to in the minutes. At the discretion of the Board, the Board may require that the interested Board member shall not be present during nor participate in discussions involving a possible conflict. The interested Board member shall in no event vote on issues involving a possible conflict. The minutes

shall reflect the decision of the Board regarding participation in discussions and that the Board member did vote upon the matter being considered.

JOB DESCRIPTION – VICE PRESIDENTS and IMMEDIATE PAST PRESIDENT

TITLE: Vice President (2 positions)

REPORTS TO: President

DESCRIPTION: Elected by the membership of AARST board, 2 year terms; members of the AARST executive committee

RESPONSIBILITIES: Time Commitment: 1 hours a week.

PURPOSE: Assists the AARST President in achieving goals and developing policies for the association. The Vice Presidents may chair meetings when the President is absent and be assigned as chairs to standing and/or ad hoc committees.

SYNOPSIS OF RELEVANT AARST BYLAW REFERENCES

Sec. 5.03 President-Elect, Immediate Past-Presidents, and Vice Presidents

The President-elect, the Immediate Past-President, and Vice Presidents shall have such powers and duties as may be assigned to them by the Board. In the absence of the President, the Immediate Past-President, the President-elect, the more recently elected Vice President, or the less recently elected Vice President as designated in this order shall in general perform the duties of the President.

Sec. 8.01 Nominating Committee

There shall be a Nominating Committee consisting of the more recently elected Vice President who shall Chair the Committee, two representatives selected by the Chapter Council and two AARST members appointed by the Board. The Nominating Committee shall nominate Officers and Directors from all members in good standing. The Nominating Committee shall nominate at least one member for each vacant office...

JOB DESCRIPTION - TREASURER

TITLE:	Treasurer
REPORTS TO:	President
DESCRIPTION:	Elected by the membership as the fiduciary officer of AARST; member of the AARST executive committee

SYNOPSIS OF RELEVANT AARST BYLAW REFERENCES

Sec. 5.05 Treasurer

The Treasurer shall have the responsibility of all funds and securities which may come into the possession of the Association. The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements of the Association and shall be responsible for the deposit of all monies and other valuable effects of the Association in the name and to the credit of the Association in such banks or depositories as the Board may designate. Whenever required by the Board, the Treasurer shall render a statement of accounts. The Treasurer shall at all reasonable times exhibit the books and accounts to any Officer or Director of the Association and shall perform all duties incident to the position of Treasurer subject to the control of the Board, and shall, when required, give such security for the faithful performance of these duties as the Board may determine.

RESPONSIBILITIES: Time Commitment: 1 hour a week.

Financial Management

1. In conjunction with the Executive Director, oversees the work of the AARST Finance Director;
2. Ensures that the AARST office maintains an accounting system.
3. Reviews the monthly financial statement of income and expenditures, bank statements, and checks written. All Executive Committee members will receive a total report monthly, with budgeted and actual amounts.
4. Gives a financial report at general membership meeting.
5. Assures that financial policies are adhered to by AARST staff and board of directors.
6. Reviews strategic plan annually for budgetary needs.

Budget

1. Assists Executive Director and Finance Director with development of budget draft.
2. Submits draft of prepared budget to board of directors for review.

3. Submits final budget to board of directors for approval.
4. Monitors actual versus budget to assure that budget policy and procedure are followed.

JOB DESCRIPTION - SECRETARY

TITLE: Secretary

REPORTS TO: President

DESCRIPTION: Elected by the membership as an officer of AARST; member of the executive committee

RESPONSIBILITIES: Time Commitment: 1 hour a week.

PURPOSE: Coordinates records management of AARST to assure sound record keeping, custody of non-financial organization records, adherence to bylaws and proper board meeting procedure and record keeping of all meetings and ensures adherence to policies and procedures to ensure validity and reporting of board and special elections and voting of all board motions.

SYNOPSIS OF RELEVANT AARST BYLAW REFERENCES

Sec 5.04 Secretary

The Secretary shall act as official secretary of all transactions of the Association, the Executive Committee, and the Board. Although the Secretary may seek aid from the Executive Director or others, the Secretary shall be responsible to assure the preparation and timely delivery of the minutes from such meetings for presentation to the Board for final approval. The Secretary shall ensure the giving and serving of all notices of the Association and shall perform all the duties customarily incident to the office of the Secretary, subject to the control of the Board, and shall perform such other duties as shall from time to time be assigned by the Board.

PRINCIPAL RESPONSIBILITIES

1. Serves as the chief volunteer officer assuring the maintenance of non-financial records necessary to comply with applicable laws and policies of the Association.
2. Responsible for the recording of minutes and transactions at all Board meetings
3. Oversees and reports out board and special elections and other votes of the Association
4. Serves as a member of the Executive Committee of the Board.

KEY ROLES

1. Understands the governing policies and is well acquainted with the bylaws.
2. Assures that minutes are accurately recorded and approved by the Board and are accessible tools for governance.
3. Assures that records are maintained, including but not limited to minutes, board policies, legal documents, and contracts.
4. Understands basic *Rules of Order* to help facilitate effective Board meetings.

CURRENT PRACTICE AT THE AARST

Staff produces a draft of the minutes that are reviewed and approved by the Secretary before distribution to the members of the Board. All records and legal documents are stored online. The Executive Director is the staff liaison to the Secretary.

PERSONAL QUALITIES

1. Objectivity – to listen well and accurately record transactions at Board meetings.
2. Attention to detail – to assure records are kept and filed accurately and accessibly.
3. Energy and commitment – enthusiasm for the organization’s goals; inspired to achieve the organization’s full potential.
4. Commitment – must be willing to devote the necessary time to fulfill responsibilities and to respond in a timely to leadership requests.

EXPERIENCE

1. Experience with not-for-profit volunteer Board operations
2. Experience with the basic procedures of *Robert’s Rules of Order*.
3. Demonstrated active support for Association’s mission -exceeded minimum expectations for all Board members as described in “Board Member Responsibilities.”

AARST Board Member Nominating Profile

Please complete to the best of your abilities. Your areas of interest are important to help the Nominating Committee determine how to best involve you in the life of AARST. Please feel free to attach a resume or personal experience essay.

[If you are nominating someone else, please ask that individual to complete this form.]

All nominations received in writing will be considered by the nominating committee for candidate slots on the annual AARST National Board ballot and recommendations for a position on many of the permanent and temporary committees of AARST and AARST-NRPP and the AARST Consortium on National Radon Standards. The nominating committee does not guarantee ballot candidacy nor committee assignments.

Name:

Position(s) Held:

Company/Firm:

Please Send Correspondence to my:

(check one) Business Address Home Address

Business Address

Street:

City, State Zip:

Telephone:

E-Mail:

Home Address

Street:

City, State Zip:

Telephone:

E-Mail:

Please tell us about yourself:

How long have you been a member of AARST? _____

Are you NRPP-certified? _____ State licensed? ___ If yes, what state? _____

How have you participated in the association, committees or chapter?

Have you served on other boards or committees or in organizations with similar responsibilities?

What is your primary reason for seeking a board position?

What skills and expertise do you have to offer and willing to use on behalf of the association?

Will you commit to attend all monthly board meeting calls, the Symposium, and the 3.5 day in-person board retreat?

Beyond board meetings, how much time a month can you commit to attending committee meetings and otherwise serving the association? (AARST Board members generally spend a minimum of 1 hour a week volunteering throughout the year.)

Indicate any special skills, talents or services you can provide during your term of leadership:

Indicate the single most important objective you want to achieve for AARST during your term of leadership:

Return to nominations@aarst.org