

We (I) would like to nominate the following person for the office of WRAP

VICE PRESIDENT _____

SECRETARY _____

Nominee: _____

Address: _____

Home Phone Number: _____

Facility: _____

Address: _____

Facility Phone Number: _____

Regional Group: _____

Regional Representative: _____

Please include a brief biography of the nominee. Nominations must be submitted by March 1, 2019. DO NOT MAIL INFORMATION TO THE EAU CLAIRE ADDRESS – Send to:

**Nadine Williams
Dove Healthcare – Rice Lake
910 Bear Paw Ave.
Rice Lake, WI 54868
nwilliams@dovehealthcare.com**

ARTICLE VI. OFFICERS

Section 1. Elected Officers. Elected officers of WRAP shall be a president, a vice president, a secretary and a treasurer. The four (4) elected officers shall comprise the Executive Board.

Section 2. Qualifications.

- A.** To be eligible for the offices of president and vice president, a person shall be an active member in good standing and have served on the WRAP Board at least two (2) years.
- B.** To be eligible for the offices of secretary and treasurer, a person shall be an active member in good standing.

Section 3. Term of Office. Newly elected officers shall begin assuming their duties immediately after the election results are adopted by the Board and assume full responsibilities after the installation ceremony at the annual conference. Officers shall serve a term of two (2) years or until their successors take office. No elected officer shall serve more than two (2) consecutive terms in the same office.

Section 4. Vacancy in Office. A vacancy in any elective office other than that of president shall be filled by the Executive Board, with the approval of the WRAP Board.

Section 5. Duties of Officers. Officers shall perform the duties provided in this section and such other duties as prescribed for the office in these bylaws; shall prepare an annual report; shall fulfill such other duties as may be assigned by the WRAP Board, the Executive Board, or the president; and shall at all times adhere to the bylaws, and the policies and procedures of WRAP.

B. The Vice President shall:

Perform the duties of the president in the absence of the president and shall complete the term of the presidency if a vacancy occurs in that office.

Be the State Contact to the National Association of Activity Professionals, and perform the duties required of such position.

Perform other duties as may be delegated by the president or the Executive Board.

C. The Secretary shall:

Be responsible for keeping accurate records of all meetings of WRAP, the WRAP Board, and the Executive Board.

Maintain attendance records for all Board meetings.

Be a chairperson of the policy and procedure committee.

Be a chairperson of the bylaws review committee.