



HEART OF OREGON FCE AWARD

County _____

Due Date: **March 15** Each county council may submit one nomination.

Send two copies to the Oregon Vice President of Public Policy.

Name of one State winner will be sent on to National FCE to be honored at the conference.

Name of Nominee: _____

Address: _____

Phone: _____

Study Group: _____

Offices held if applicable: _____

Please attach an original "2 X 2" photograph. (Copy machine reproductions not acceptable.)

Briefly describe the reason for your recommendation for the HEART OF OREGON FCE AWARD. Please include individual effort, any project and results, or other contributions made by the nominee while working in FCE. **Limit the information to 100 words or less.**
(Recommendations of over 100 words will be eliminated.)

Name of person submitting: _____

Office/Title of Person: _____

Address: _____

Phone: _____



OFFICER NOMINATIONS PROCEDURES AND TIMELINES

Duties of nominating committee members

Date:

Dear Nominating Committee Member,

Thank you for accepting this position. The FCE Board realizes that this is a lot of responsibility as well as a privilege. We hope that the information we are providing to you will make your job easier.

You have been appointed by the President of Oregon FCE for a term of three years. Your responsibilities include:

- To rotate to the position of committee chair during the final year of your tenure
- To assist in recruiting viable candidates for Board vacancies by
 - a) Notifying County Council Presidents of Board vacancies by April 15 of each year and
 - b) Surveying the Oregon FCE membership for candidates
- To send a list of all nominees to the Vice President for Programs for verification of eligibility by August 1 of each year
- To report a slate of nominees and resumes of their qualifications to the County Council Presidents, no later than August 15 of each year
- To introduce the slate of nominees to the Board of Directors at the State Board meeting in the fall and to the voting delegates on the first day of the annual meeting
- To assist, as needed, with the election process during the annual meeting
- To maintain your Oregon FCE membership, in good standing.

Nominating Committee Chair: as the committee chair, it is your responsibility to:

- 1) Develop a calendar for activities that need to be completed during the year
- 2) Make copies of all documents needed to complete your committee's assignment; send copies of the documents to the appropriate persons; (i.e. calendars, packet materials) to the other committee members, Notification Letters to the County Council Presidents, and candidate lists to the VP for Programs for verification of eligibility, etc.
- 3) Represent your committee at Board meetings, when called, and at the State Annual Meeting; If you are unable to meet any of these obligations, you should find a replacement from your committee.