



Ohio School Psychologists Association

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| Job Title: | Nominations and Elections | | |
| Time Commitment: | Attend all scheduled Board meetings. 1-2 hours monthly | Travel Required: | Quarterly Board Meetings |
| Reports To: | Executive Director | Works With: | Executive Director, Business Manager, Officers and Executive Board members, organization and committee members |
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Job Description

PURPOSE OF POSITION

To ensure the continuation of the Association by replacing Officers and Executive Board members whose terms have expired through a nomination and election process.

ROLE AND RESPONSIBILITIES

1. To be responsible for elections and all voting conducted by mail or electronic ballot
2. To present to the Executive Board, for inclusion in the minutes, the results of elections and other mail or electronic ballots
3. To submit recommendations for appointed positions, such as vacancies on the Ohio State Board of Psychology Licensing Board
4. To solicit at least two nominees for President-Elect, Treasurer-Elect and Secretary
5. To solicit at least two nominees from the regional affiliates for each Regional Representative position. The Executive Board may accept the single nomination or may conduct an additional search for candidates, when the committee is unable to secure two nominees for each position
6. To accept write-in nominees upon receipt of written petition of 10% of Association members who are entitled to vote for an office. These write in nominees must be received by the committee by March 1.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Executive Board members must be active OSPA members in good standing and voting members of the Association (excluding intern members).

PREFERRED SKILLS

Good oral and written communication skills

Strong ability to recruit and retain committee members

Technology skills- Google Suite

ADDITIONAL NOTES

Appointments are ongoing unless the person resigns or is removed by the Executive Director, subject to majority approval of the Planning and Development Committee. Time commitments will vary depending on the specific committee or organization with which you are affiliated. The OSPA Operations Manual provides guidance regarding activities