



**National Council of Hispanic Employment Program Managers
STANDARD ELECTIONS – EXECUTIVE BOARD NOMINATION BALLOT**

Name of Remitter	
Agency	
Position Title	
Grade	
Work phone	
Work e-mail	
Personal mobile	
Personal e-mail	

NOMINEE INFORMATION

Name of Nominee	
Agency	
Position Title	
Grade	
Work phone	
Work e-mail	
Personal mobile	
Personal e-mail	

Are you a member of the NCHPEPM? Yes No

Has the nominee been made aware of the nomination? Yes No

Does the nominee accept the nomination? Yes No

Is the nominee a member? Yes No

BALLOT

Executive Board members serve for a period of two years. Once elected, they will be tasked with appointing individuals to lead each of the five standing subcommittees.

Only one name and one position may be submitted per ballot. If you are nominating the same individual for other positions, a separate nomination ballot (one for each position) must be submitted.

Completed nominations must be sent to executiveboard@nationalcouncilhepm.com by 5 p.m. ET, Thursday, Nov. 30 to be considered.

Position Description	Nominee Name
<p>Chair</p> <p>Presiding officer at all Board of Directors and general member meetings and during the biannual half-day forums, and represent the Council at meetings with national Minority-Serving Institutions and Organizations, Chief Human Capital Officers (CHCO) Council, Federal-wide Chief Diversity Officers (CDO) Council, or with other executives and organizations. Serves as <i>ex officio</i> member on all Council Subcommittees; assists in coordinating all Committee activities; presents an annual report of the organization at End-of-Year General Membership Meeting; and determines the agenda, with the input of other Board members, for all meetings.</p>	
<p>Vice Chair</p> <p>The Vice Chair shall assume the duties and responsibilities of the Chair in the absence of the Chair. The Vice Chair may be assigned, and accept, other special duties.</p>	

<p>Secretary</p> <p>Maintain the organization's records, to include meeting minutes and agendas and planning documents; work with the Public Relations and Communication Coordinator and Membership Coordinator to disseminate correspondence to members; work with a third-party entity to coordinate and certify special and biannual elections; coordinate the annual nomination and voting process for the national Hispanic Heritage Month theme; collaborate with the Membership Coordinator to manage the Council's Listserv and membership rolls; and ensure a smooth transition of communication and membership activities, documents, platforms and governance to newly elected Board members.</p>	
<p>Public Relations and Communication Coordinator</p> <p>Manages the Council's social media platforms; collaborates with the webmaster to keep the Council's website current; and write and develop marketing/advertising materials, press releases, and end-of-year reports.</p>	
<p>Membership Coordinator</p> <p>Processes membership applications; focuses on membership retention and coordinates events and other mechanisms for the recruitment of potential new members; and keeps an active list of current members.</p>	
<p>Treasurer</p> <p>Develops, formulates and manages the Council</p>	

<p>budget and establishes and maintains the account(s) of the Council, to include: establishing and maintaining electronic funds transfer accounts, such as PayPal, Venmo, etc; managing fundraising activities and/or collecting donations and funds from fundraising activities; compiling End-of Year accounting reports; and maintaining balance sheets and ledgers.</p>	