

KANSAS ASSOCIATION OF ADDICTION PROFESSIONALS

CALL FOR NOMINATIONS LETTER and FORM

Dear KAAP Member-

Our annual election process for KAAP Board Members and Officers begins August 1, 2008. Nominations for Board positions to be filled from the Professional Individual Member class shall be made by members from that class who are in good standing with KAAP; likewise for Board positions in the Professional Program Administrator class. In addition to open board positions, the officer position of KAAP Treasurer is open as well. Below are the position descriptions for board members and well as Treasurer. For complete information on KAAP Election procedures, please visit www.ksaap.org and click on KAAP Bylaws.

A. GENERAL AUTHORITY. There shall be a Board of Directors of the Association that shall direct the affairs of the Association. The Board of Directors shall approve goals and strategies to be accomplished, monitor the achievement of the goals and strategies, allocate the necessary resources to achieve the goals and strategies, and monitor that the resources are used efficiently and effectively. The Board of Directors shall be vested with the powers possessed by the Association itself, including the power to determine the policies of the Association; prosecute its purposes; disburse the funds of the Association; engage staff and professionals as deemed necessary for the administration of Association business, and adopt such rules and regulations for the conduct of its business, responsibility, and authority as shall be deemed advisable, insofar as such delegation of authority is not inconsistent with the Articles of Incorporation or Bylaws of the Association, then in effect, or to any applicable law.

J. SECRETARY/TREASURER. The Secretary/Treasurer of the Association shall have all powers and perform all duties commonly incident to and vested in the office of the treasurer of a corporation, including the following duties and responsibilities:

1. Developing and reviewing the fiscal policies of the Association and serving as Chair of the Finance Committee.
2. Ensuring that an account is maintained of all monies received and expended for the use of the Association.
3. Ensuring that all monies of the Association are deposited in a bank or banks or trust company or trust companies, and that authorized disbursements are made therefrom.
4. Rendering a report of the finances of the Association at the Annual Meeting of the Association or whenever requested by the President showing all receipts and expenditures for the current year.
5. Attending all meetings of the Board of Directors and of such committees as may be appointed and be responsible for keeping, preserving in the books of the Association, and distributing true minutes of the proceedings of all such meetings.
6. Ensuring that all notices are given in accordance with these Bylaws.
7. Performing such other duties as the Board of Directors or the President may, from time to time, designate.
8. Appointing an Assistant Secretary/Treasurer to perform such duties as the Treasurer may, from time to time, delegate.

ELECTION PROCEDURE AND TIMELINE:

- This "Call for Nominations" letter to be sent to members and posted on the KAAP website August 1, 2008. Nominations will be received by the KAAP Office for 30 days until August 30, 2008. Nominations made after that date are not valid.

- Ballot of nominees will be posted on the KAAP website on September 1, 2008. KAAP members in good standing may cast their votes via website, fax, or U.S. mail until September 30, 2008.

- Nominees will be notified of the election results and the new Board Members and Officers will be installed at the Association Annual Meeting that will take place this fall on date to be determined soon.

NOMINATION FORM

Secretary/Treasurer _____

Professional Individual Member – 2 Board vacancies

1. _____ 2. _____

Professional Program Administrator – 2 Board vacancies

1. _____ 2. _____

Submitted by: _____

Membership Class: _____ Professional Individual Member _____ Professional Administrator Member

**If using this form to make nominations, please fax to 785.233.0342, or mail to KAAP, 225 SW 12th St., Topeka, KS 66614. Please be sure to check with those you nominate to ensure they are willing and able to serve. You may also vote on the KAAP website: www.Ksaap.org.*