



2026 BOARD OF DIRECTORS NOMINATION FORM

Name of Nominee: _____

Organization: _____

Title: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Office Tel: _____ **Fax:** _____ **Email:** _____

Cell (optional): _____

CAE **Yes:** **No:** **Working toward certification in:** _____

Area of Employment/Responsibilities:

Number of Years in Association Profession: _____

Number of Years at Current Organization: _____

Areas of Interest for Board Service:

Please answer these questions to the best of your ability.

1. What expertise can the nominee bring to the association?
2. List the nominee's volunteer service to the nonprofit community in the past 2-3 years.
3. What do you believe are the significant issues facing the members today? If appointed to the Board, how would you hope to address these issues?

Please submit your completed form on or before **August 29, 2025**.

If you have any questions about this form, please contact our chapter administrator, Carolyn Kiburz at: info@azsae.org, call 946-0119 or fax to 480-990-1889.

Arizona Society of Association Executives

Board Member Expectations

1. Oversee, advise and contribute to the strategy and the mission of AzSAE.
2. Be a current member of AzSAE
3. Participate in monthly Board meetings (two or more absences in a year is cause for removal).
4. Stay in touch between meetings.
5. Proactively engage in advancing and enhancing the organization through one or more of the following:
 - Recommend and recruit outstanding industry leaders to speak at programs
 - Recruit high quality new members - Each board member will be expected to bring in a minimum of two new members each year.
 - Promote AzSAE throughout the community and to appropriate local and national constituencies
 - Assist in identifying and recruiting key sponsors
 - Recommend new initiatives and enhancements to existing programs
 - Recommend partnerships and collaborations
6. Be informed on the budget and finances.
7. Respond thoughtfully to requests to the board.
8. Serve on or chair at least one committee, as well as any special ad hoc committees to which appointed.
9. Assume board leadership responsibilities as requested and as possible (such as committee chairperson, elected officer, etc.), generally after the first year.
10. Be informed about AzSAE's programs, policies and outreach efforts.
10. Contribute proactively to the ongoing development and leadership of AzSAE.
11. Help guide succession planning.
12. Evaluate the board's performance on an annual basis.
13. Help build and strengthen the board and recommend prospective board members.

Agreed to by: _____ Date: _____