



Call For Nominations 2025-2028 Board of Directors

The time has come for the 2025 elections. The three-year term (2025-2028) for the positions listed below commence at the Board Meeting, March 13, 2025, at the 2025 ABVE Annual Conference in Asheville, North Carolina.

The positions that are open for the 2025 elections are:

- Director-at-Large (4 Openings)**
- Secretary (1 Opening)**

If you have a desire to work toward the advancement of the goals and mission of ABVE please consider this opportunity to be instrumentally involved in the leadership of ABVE.

Terms & Conditions for Nominations

Nominees must be either a **Diplomate, Fellow or IPEC** in good standing and be willing to attend all the board meetings. See the reverse side for position descriptions. Nomination information may also be found at www.abve.net.

Diplomates, Fellows, and IPEC may nominate themselves. If nominating a colleague, please obtain a letter for consent before submitting the nomination. **All nominees must complete the Candidate Profile/Statement form located online <https://www.abve.net/leadership>.** The Candidate Profile/Statement form will not be edited for spelling or grammar. Return Nominations and the Candidate Profile/Statement form using one of the following methods:

- Email to abve@abve.net
- Fax to (919) 787-4916
- Mail to ABVE Headquarters, 3739 National Drive, Suite 202, Raleigh, NC 27612

The Profile/Statement forms must be postmarked, faxed or emailed no later than October 30, 2024, the date which nominations close.

Direct any questions to:
ABVE HQ at (919) 926-3265 or abve@abve.net.

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| The 2025 Board of Directors Elections will be administered electronically using a <u>secure online voting</u> system. Make sure your email address is current! |
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Open Positions (2025-2028)

DIRECTOR-AT-LARGE – Four (4) Positions Open:

The Director-At-Large shall serve a three-year term of office.

- Ensure adherence to ABVE's mission.
- Attend and actively participate in all of the Board's meetings, Conference sessions and other functions of the Corporation, and notify ABVE Headquarters or Board President of anticipated absences.
- When absent from a meeting, review minutes and results of the missed meeting to maintain awareness of issues and solutions.
- Do their homework to be prepared to participate fully in Board and committee meetings.
- Serve actively on at least one committee.
- Act only with the full Board, not individually unless authorized to do so by the full Board.
- Speak for the full Board only when the full Board sanctions their doing so.
- Be prepared to vote on all issue motions unless a conflict of interest exists and is stated according to Board policy.

SECRETARY – One (1) Position Open

The Secretary will oversee the records of the Board, the incorporation charter and any historical documents. Record and distribute, appropriately, meeting minutes within thirty (30) days of said meetings. When required, the Secretary will also sign notes, contracts and other official agreements on behalf of ABVE and at the direction of the Board. The Secretary will also:

- Ensure that all official documents are safely passed to the next secretary.
- Research ABVE records when necessary for information for the Board.
- Ensures that all required corporate reports are duly submitted to legal authorities, as required by IRS and other entities.
- Maintain the Board Policies and Procedures Manual on a timely basis once the Board of Directors approves policies; oversee distribution to Board members.