



2023 CALL FOR NOMINATIONS

The APASWE Board of Directors call for nominations for the four vacancies on the APASWE Board that will occur in November 2023.

Vacant Positions are for:

- **Vice President**
- **Treasurer**
- **TWO (2) Committee (Board) Members**

Eligibility:

- **Nominees** must be current APASWE **Institutional Members** (Article 4 Section 1, Article 7 Section 2 and 3).
- All **Nominators (Proposers)** and **Seconders** must be current APASWE members; they may be Institutional or Individual members.

Nominations must include:

1. A signed nomination and recommendation from both the Nominator and Secunder who have updated membership with APASWE;
2. A brief letter of support duly signed from the nominee's institution stating that the institution will support the APASWE activities of the nominee if they are elected;
3. A 200 words statement and 150 words biographical sketch from nominee (in English, **and** any other language)
4. A 2x 2 high resolution photo of the nominee should be supplied.

ADDITIONAL INFORMATION:

- ⇒ You may use the attached nomination form
- ⇒ Individual nominators are limited to nominating only one nominee for a position.

Functions of positions, nomination procedures (necessary documents), and the schedule of the election are as follows:

The **Vice-President** shall act the President of the Association in the absence or disability of the President and, in case of resignation or death, shall be automatically vested with the powers and duties of the President. He/she shall so perform such other duties as may be assigned to him/her by the Board.

(Section 2-1.4.2)

The **Treasurer** shall collect, receive, and deposit in an authorized bank of the Association all the money and property of the Association. He/she shall disburse only expenses authorized by the President or Executive Board, keep an itemized account of all receipts and expenditures and shall render a report of the same during the Board and annual meetings or whenever requested. He/she shall take charge of all properties belonging to the Association. He/she shall prepare an annual budget and a financial report to be submitted to the Board and to general membership.

(Section 2-1.4.3)

Committee Members shall serve on various committees and perform other duties which are required for and by the association. They may serve as committee chair, committee member and/or as a single person in charge. Committees may include the following (or others as designated by the Board):

- Election Procedure Review Committee
- Publications Committee
- Next Conference Committee
- Organizing Committee
- Membership Services
- Constitution Review Committee
- Website Committee
- Regional Rep. for IASSW. The Regional Representative for IASSW shall attend every IASSW meeting and report to APASWE Board and members

The elected Board members shall regularly attend Board meetings and shall perform duties assigned by the President and/or the Board.

Closing date for nominations: September 1, 2023

Nominations must be received by the Chair of the APASWE 2023 Nominating Committee by **5:00 pm on September 1, 2023, Japan Standard Time.**

Email nominations to: Ms. Kana Matsuo at apaswe2023election@gmail.com

Important Dates:

1. September 2023: Close of nominations
2. September 1 to 17, 2023: Nominating Committee (NC) certifies the eligibility of Nominators, Seconders and Nominees, reviews the Nominee's consent and pledge to attend Board meetings, and institutional support letters. The Nominating Committee will announce the final election slate on September 24, 2023.
3. **September 24, 2023: At least six weeks prior to the date of election** (Sec.4-d; Constitutional requirement), NC commences mail out of the list of the bona fide nominees with the ballot papers, "Rules and Regulations," and schedules. Votes must be returned to the Chairperson of NC.
Note that the voting will be conducted by email only to avoid misdelivered due to COVID-19 Pandemic and other international conflicts in this region.

ELECTION DAY: November 5, 2023

All votes must be received by the Chair of Nominating Committee by **4:00 pm, Manila, Philippines Time on November 5, 2023.**

Election results will be announced during the General Body Meeting of APASWE, which will be held during the Asia-Pacific Regional Conference 2023 at the Waterfront Hotel, Cebu City, Philippines, hybrid with online.



APASWE Nomination Form

*This form may be scanned and attached to the official email address of the nomination party. Electronic nominations are welcome without this form if they include all information on these forms. The Nominee's declaration **must** be signed by the Nominee, either physically or electronically.*

Position: _____
(Vice-President, Treasurer or Committee [Board] Member)

We hereby nominate the following person for the above position:

1. **Name of Nominee:** _____

Email address: _____

Institution, City and Country/Region: _____

APASWE Institutional member? Yes No

2. **Name of Nominator:** _____

Email address: _____

Institution, City and Country/Region: _____

APASWE Institutional member? Yes No

APASWE Individual member? Yes No

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Name of Seconder: _____

Email address: _____

Institution, City and Country/Region: _____

APASWE Institutional member? Yes No

APASWE Individual member? Yes No

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Nominee Consent:

I consent to my nomination as _____. I pledge to attend all APASWE Board meetings and to fulfill the role to the best of my ability. I have attached the following documents:

- Institution (Employer) statement of support

- 200-word statement
- 150-word biographical sketch
- *(Optional) A high-resolution professional photo to include on the APASWE website during the election period.*

Signed: _____ (Nominee)

(Note: This statement must be physically or electronically signed by the nominee. A reproduction is acceptable)

Nominations must be received by Close of Business, 5 pm (JPT) , September 1, 2023.

Email nominations to: Ms.Kana Matsuo's email apaswe2023election@gmail.com