

Deaf Professional Group

Executive Board Positions, Duties & Responsibilities

Chair

- Serve as Chair for DPG meetings.
- Serve as Chair of the Executive Board.
- Represents DPG to the community.
- Is a two-year term effective July 1, 2007.

Vice-Chair

- If the Chair resigns, is removed, or otherwise unable to perform the duties listed above, the Vice-Chair will become Chair, and the Executive Board will select a new Vice-Chair.
- Works with Director of Communications to handle nominations and elections of Executive Board officers.
- Oversees standing and ad-hoc committees.
- Assists the Chair as needed.
- Is a two-year term effective July 1, 2007.

Director of Communications

- Records minutes of DPG Executive Board and general meetings.
- Ensures that information is shared with the membership.
- Works with Director of Events to promote DPG-sponsored events.
- Works with Vice-Chair to handle nominations and elections of Executive Board officers.
- Selects and works with the DPG webmaster.
- Is a two-year term effective July 1, 2007.

Director of Events

- Schedules and coordinates DPG events.
- Provides at least one social event per quarter (excluding summer).
- Recruits and coordinates volunteers for events as needed.
- Works with Director of Communications to promote DPG activities.
- Is a two-year term effective July 1, 2007.

Member-At-Large

- Represents deaf and hard-of-hearing employees in DPG Executive Board and general meetings.
- Serve as non-voting Chair of Award of Excellence committee.
- Is a one-year term effective July 1, 2007.

Eligibility for Nomination and Elections: To be nominated for elections and be elected to the DPG executive board, a candidate must be a member of DPG and a full-time employee of RIT (80% to 100% time capacity).

Eligibility to Vote: Any DPG member may vote in any DPG-related elections.

- A. The 2006 election process is being coordinated by the DPG Steering Committee.
- B. **DPG members may nominate individuals and eligible individuals may self-nominate.**
- C. **Nominees must give consent**, confirming their interest in the position for which they are nominated.
- D. The nominations may be accepted via email, interoffice mail, and via DPG's website.
- E. The individual with the majority vote is selected for the position for which they were nominated.

Please send all nomination forms to: DPG Steering Committee, Attn: DPG Nominations

Via Email: dskpen@rit.edu (Denise Kavin) **OR**

Via Interoffice Mail: Denise Kavin, PEN' Intl office. 50-C.

DEADLINE: Friday, March 23, 2007.

*Nominees must accept their nomination. They must fill out an Acceptance/Goals form or email their acceptance along with their goals for the position before **March 30, 2007.**

Deaf Professional Group Nomination Form

Nominator: _____ Email: _____

I nominate or self nominate: _____ *for the following position:*
(Nominee's full name)

Chair **Vice-Chair** **Dir. of Comm.** **Dir. of Events** **Member-at-Large**

Nominee's Email: _____ Nominee's Department: _____

Nominee's brief biography: _____

Please explain your reasons for putting forward the above nomination, explaining why, in your view, the nominee would be a good fit for the position selected: _____

☺ THANK YOU ☺

Deaf Professional Group

Nominee's Acceptance of Nomination and Goals for the Position if Elected

I, _____ accept being nominated for the position of:

Chair

Vice-Chair

Dir. of Comm.

Dir. of Events

Member-at-Large

If elected for the position, my goals for the term are:

1. _____

_____.

2. _____

_____.

3. _____

_____.

4. _____

_____.

5. _____

_____.

Additional Comments:

Please submit this Acceptance and Goals form to: DPG Steering Committee, Attn: DPG Nominations

Via Email: dskpen@rit.edu (Denise Kavin) **OR**

Via Interoffice Mail: Denise Kavin, PEN' Intl. office. 50-C.

DEADLINE: Friday, March 30, 2007.

*An email declaring your acceptance and goals is also acceptable; this form is not required.