

Ohio Association of Litter Prevention and  
Recycling Professionals (OALPRP)  
Agreement to Accept an Office

This certifies that I am willing to have my name submitted to the OALPRP Nominating Committee for the position indicated. You may (and are encouraged to) nominate yourself, if you are interested in serving:

*Print or type your name next to the office for which you are submitting a nomination.*

_____	President
_____	Vice President
_____	Secretary
_____	Treasurer
_____	Member of the Board of Directors (2 year term)

(We will be electing **four** board members in 2015 for 2 year terms)

\_\_\_\_\_ I am willing to serve on an OALPRP Committee.  
*(These names will not be on the ballot but we will use them to help establish committees.)*

*Signature of Nominee*

\_\_\_\_\_

The above named OALPRP Member has the support of his/her supervisor to spend time and travel as needed in serving as an Officer or Member of the Board of Directors for OALPRP.

\_\_\_\_\_ *Signature of Supervisor*

\_\_\_\_\_ *Title*

Please attach a brief summary/ biography of professional experience that qualifies you to serve as an Officer or Member of the Board of Directors.

OALPRP  
DUTIES OF OFFICERS DESCRIPTIONS

**DUTIES OF PRESIDENT:** It shall be the duty of the President to prepare the agenda and preside at all meetings of the Board of Directors and the Association to insure that the Board of Directors are aware of and adhere to the By-Law and Standing Rules of the Association ; to call special meetings of the Board of Directors as needed; to serve as an ex-officio member of all Association committees; to serve as the liaison and to be the official spokesperson for the Association in accordance with Association policies.

**DUTIES OF VICE PRESIDENT:** It shall be the duty of the Vice President to assume the Presidency upon the occurrence of a vacancy in that office; to assist the President in exercising the duties of the President; to preside at Board of Directors or Association meetings in the absence of the President; and to perform other duties as requested by the President.

**DUTIES OF THE SECRETARY:** It shall be the duty of the Secretary to record proceedings and prepare minutes of all meetings of the Board of Directors and the Association and to distribute them to the membership; to receive and file copies of all official correspondence of the Association; to maintain all Association records and files; to notify all members of meetings; to invoice members annually for dues; to keep records of all members; to oversee the procedure for election of Officers and Board of Directors; and to preside at official meetings in the absence of both the President and the Vice President.

**DUTIES OF THE TREASURER:** It shall be the duty of the Treasurer to receive, record, and deposit into appropriate accounts all dues and income to the Association; to pay the approved debts of the Association; to reimburse individual expenses approved by the Board of Directors upon submission of a valid receipt; to keep records of all dues paid by members; to prepare the financial statements for each Board of Directors and Association meeting to be distributed to members with meeting minutes; and to direct the Secretary to invoice members annually for dues. It shall be the duty of the Treasurer to prepare and present an annual budget for the Association to the Board of Directors.

**DUTIES OF BOARD OF DIRECTORS**

The duties of the Board of Directors shall be:

- (a) To authorize Association expenditures;
- (b) To receive and act on committee reports;
- (c) To develop Association policy;
- (d) To plan and implement activities in keeping with the Purpose of the Association; and
- (e) To fill by appointment any vacancies in the Board of Directors

Nomination agreements and Bios must be returned by October 31<sup>st</sup>, 2015 to:

Susan Helterbran, Chair - OALPRP Nominating Committee  
North Central Ohio Solid Waste District  
1512 S US Hwy 68, Suite G104, Urbana, Ohio 43078  
PHONE: 937-484-1549 FAX: 937-484-1550  
EMAIL: shelterbran@co.champaign.oh.us