

# CALL FOR NOMINATIONS FOR CHAPTER ADVISORY BOARD 2026

*This is a call for nominations for candidates to seek election to the Chapter Advisory Board for 2026*

Nominations are open for President, Vice President, Secretary and Treasurer. Committee chairs are also needed to carry out other necessary functions. If you are interested in a position or want to nominate someone (with their permission), the form below is your opportunity to have input into the process to surface potential candidates.

Each elected term is for one year starting on January 1 and ending December 31. All other CAB appointed positions will be filled after the election held at our annual meeting on Saturday November 1, 2025.

***DUE DATE:*** Copy and return this form to Rosanne Costa, the nominating committee chairperson, by **Aug. 1, 2025.**

By Mail at 2900 SW 22<sup>nd</sup> Circle, Apt. 22A1, Delray Beach, FL 33445 or email [rosannecosta@bellsouth.net](mailto:rosannecosta@bellsouth.net)

***PRESIDENT:*** \_\_\_\_\_ Telephone No. \_\_\_\_\_ Oversees Chapter activities. Serves as advisor to entire membership. Conducts board meetings, submits reports, plans budget, stays abreast of information disseminated by ASG headquarters. Computer word processing and email skills highly desired.

***SECRETARY:*** \_\_\_\_\_ Telephone No. \_\_\_\_\_ Distributes and keeps records of the minutes of the CAB meetings and Chapter Annual meeting. Submits CAB Change Form. Computer skills/email highly desired.

***TREASURER:*** \_\_\_\_\_ Telephone No. \_\_\_\_\_ Responsible for chapter bank accounts. Work with President to prepare annual budget. Submits quarterly ASG reports to Headquarters. Experience with Microsoft Excel highly desired.

## ***APPOINTED CHAIR POSITIONS***

***Media*** – Coordinates social media and other media matters. Computer skills required.

***Membership*** – Maintains current membership information in conjunction with ASG. Distributes welcome packets and other information. Computer skills/Excel and email highly desired.

***Newsletter Editor*** – Responsible for all aspects of the printing/designing/publishing newsletter four times per year. Oversees mailing process. Computer desktop publishing skills and working with electronic images mandatory.

***Retail Liaison*** – Solicits advertisement revenue from area retailers. Periodically visits retailers to renew ad/discount agreements. One liaison each for Port St. Lucie, Palm Beach County and Broward County.

***Special Events*** – Plans at least two (2) programs or events per year. Oversees all program planning initiatives. Interfaces with guest sewing speakers and facility coordinators. Assumes duties of President if President (or VP) is unable to function. Computer skills/Excel & email highly desired.