

# AMERICAN GEOSCIENCES INSTITUTE OFFICER NOMINATION FORM

**Officer Position: Secretary**

**Summary Job Description:**

1. Requires two-year commitment
2. Works closely with AGI Executive Director to prepare meeting records
3. Responsible for official meeting records
4. Sense of order and knowledge of meeting procedures helpful
5. Good recording and writing skills
6. Institute spokesperson and communicator

**Availability / Time Required:** 6 meetings per year

Nominees shall not be under investigation by any court, regulatory agency, employer, or other public or private entity for professional misconduct, including formal ethics complaints that must be investigated for professional society bylaws violations, or found to have engaged in such misconduct by any entity.

**Candidate Information**

**Name** \_\_\_\_\_

Contact Information:

Address:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Past meeting records experience (professional and geoscience society):**

**Activities related to ensuring an ethical and representative geoscience enterprise:**

**Previous service with geoscience societies:**

**Candidate's Name** \_\_\_\_\_

**Professional career experience:**

**Key strengths of the candidate for secretary position:**

**Additional comments in support of the candidate:**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Society: \_\_\_\_\_; on behalf of Society? Yes No

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Email the completed form to [nominations@americangeosciences.org](mailto:nominations@americangeosciences.org)**