

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):

Diversity, equity, and inclusion activities:

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