

## **AT-LARGE DIRECTORS - APPOINTMENT TIMELINE**

It is the duty of the Vice President to post the available positions for At-Large Directors on the National Website.

**February 1** The Vice President facilitates the posting of the following documents on the National Website:

- Letter of Eligibility and Duties of the available Director positions
- Candidate Application Form
- Appointment Timeline

**March 1** Application Form due to the Vice President:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- The Vice President presents applications to the Executive Committee

**March 15** The Executive Committee makes recommendations to the Board of Directors.

**March 25** Appointment:

- Meeting with the Board of Directors to select At-Large Directors
- At-Large Directors, meeting the criteria shall be appointed by the Board of Directors, from a slate of eligible candidates

**March 25**

- The President notifies the candidates
- Appointment posted on the website

**April 1** Newly elected Director assumes duties.

**NOTE:** If any deadline dates fall on a Sunday or legal holiday, procedures shall be advanced to the next business day.