

**NOMINATIONS FOR PUG BOARD OF DIRECTORS POSITIONS
JULY 2018 TO JUNE 2020 TERM**

Please submit your nominations on the attached form (third page) for candidates whom you feel would best represent PUG and fulfill the position requirements described as follows:

PAST-CHAIR: The Past-Chair shall participate as a PUG Officer, providing input and feedback on operating policies including, but not limited to, policies and procedures pertaining to the following: (1) Assist the Chair in an advisory role and providing continuity to the Board; (2) provides guidance and historical perspective of Board activities as needed; (3) mentor new board members; (4) represent PUG and carry out special assignments at the request of the Chair; (5) Attend Board meetings and assist during annual Seminar; and (6) Other responsibilities as appointed.

CURRENT PAST-CHAIR: None – to be filled by current Chair

CHAIR: The powers and duties of the Chair of the Board shall be to preside at all meetings of the Board and of the members, act as the chief executive officer and chief operating officer of PUG and, subject to the control of the Board of Directors, have general supervision, direction, control and management of the business and affairs of PUG.

CURRENT CHAIR: Bill Chavez, SRCSD – Running for Past Chair

VICE-CHAIR: In case of the absence of the Chair of the Board, the Vice-Chair shall exercise all the powers and perform all the duties of the Chair of the Board. The Vice Chair shall carry out special projects assigned by the Chair and shall have such other powers and perform such other duties as may be granted or prescribed by the Board of Directors.

CURRENT VICE-CHAIR: Jimmy Dang, Oro Loma Sanitary District – Running for Chair

CHIEF FINANCIAL OFFICER: The Chief Financial Officer (CFO) shall supervise and control the keeping and maintaining of adequate and correct accounts of PUG's properties and dealings, including accounts of its assets, liabilities, receipts, and disbursements. The books of account shall at all reasonable times be open to inspection by any Director. The CFO shall oversee the management of all funds, securities, evidences of indebtedness and other valuable documents. Additionally, the CFO shall perform the following duties: (1) receive and give receipts for moneys paid; (2) disburse all funds as directed by the Board of Directors with taking proper vouchers for such disbursements; (3) render to the Chair of the Board and the Board of Directors, whenever they may require, accounts of all transactions and of the financial condition; (4) prepare the annual report required; (5) handle and process all requests for, and renewals of, memberships; (6) provide each member with an annual membership roster; and (7) do and perform all such duties as pertain to the office of CFO and as may be required by the Board of Directors.

CURRENT CFO: Robert Allen, Trident Engineering – Running for Vice Chair

SECRETARY: The powers and duties of the Secretary are to keep a book of minutes of all meetings of its Directors and monthly meetings with the time and place of holding, whether regular or special. The Secretary will make service and publication of all notices/announcements. The Secretary will present summary of minutes at monthly meetings, and as necessary at board meetings. In addition, the Secretary will perform all such duties as pertain to the office of Secretary and as may be required by the Board of Directors.

CURRENT SECRETARY: Amanda Schmidt, Central San – Running for CFO

COMMUNICATIONS OFFICER: The Communications Officer shall perform the following duties: (1) distribute monthly meeting agendas, minutes, and other announcements as needed to the PUG contact list; (2) manage the PUG website; and (3) track monthly meeting reservations, and (4) confirms monthly meeting attendees as PUG Members.

CURRENT COMMUNICATIONS OFFICER: None – 1 open position

AT-LARGE REPRESENTATIVE: The At-Large Representative shall participate as a PUG Officer, providing input and feedback on operating policies including, but not limited to, policies and procedures pertaining to the following: (1) assist with membership fee and renewal; (2) provide help with financial matters; (3) review seminar abstracts and assist with selection; (4) provide aid with meeting format, schedule, and speaker solicitation/selection; (5) coordinate special events; and (6) serve as historian by photographing events, and providing input on website content.

CURRENT AT-LARGE REPRESENTATIVES:

Roberts McMullin, EBMUD – not running for a position; position converted to Past-Chair

Nancy McWilliams, City of American Canyon – Running for Secretary; 1 open position

Jill Sylvester, NV5 – not running for a position; position converted to Communications Officer

All terms run for two fiscal years. A ballot will follow for votes on nominated candidates, and only those nominated individuals who have consented to serve if elected will be presented on the ballot. The Board of Directors shall consist of representatives from public agencies and consulting firms.

There is no limit to the number of nominations cast by a member agency, as long as there is only one nomination for each open position submitted per agency individual. There is no limit to consecutive terms served by any one individual. Nominations will be accepted for open positions only. The other Board positions will be filled with next in line successors.

**NOMINATIONS FORM
PUG BOARD OF DIRECTORS POSITIONS
JULY 2018 TO JUNE 2020 TERM**

NOMINATION FOR COMMUNICATIONS OFFICER: _____
(Name and Company)

NOMINATION FOR AT-LARGE REPRESENTATIVE: _____
(Name and Company)

**SUBMISSION DUE BY EMAIL: PUGNorCal@gmail.com
NO LATER THAN 5:00 P.M. ON June 1, 2018.
Election Ballots will be submitted in early June 2018.**