



Monthly Committee Report – September 14, 2021

Submit Report to: lwscouncilofexcellence@gmail.com

Committee: Nominations and Elections Committee Report
Officer/Chair: Annette Hill

Committee Members: Beverly Wadley, Doris Lewis, Janet Proctor,
and Pat White

1. Activities Completed for the Month:

- Attended COE Chairpersons meeting.
- Attended and provided report at the August Council of Excellence Executive Meeting.
- Provided marketing information during the July Reunion Event.
- Began publishing information in the LWSC weekly Newsletter.
- Committee met with President Knox and LWSC Leaders Erica King and Bridgette Thompson to discuss in detail the steps planned for the 2021 Election Process
- Revised (minor) applicant application and posted in Newsletter.

2. Activities Planned for the Future:

- Implementing planned monthly activities to inform and engage members in the upcoming Election to be held December 14, 2021.
- Request Executive members to identify and invite able and gifted leaders to run for elected positions of the COE Executive Committee, i.e., President, Vice President, Secretary and Assistant Secretary.
- Host an applicants' forum on September 16, 2021 1:00 p.m. via ZOOM. Applicants email hill75sp@yahoo.com to request ZOOM information.
- Provide an open and easy process to elect new officers to the COE Executive Committee.
 - Provide Drive By Access

- Provide on-line voting process
- Provide mail in Access upon request only
- Continue implementation of Marketing Plan.
 - Newsletter
 - Robo call schedule with script for monthly calls.
 - Drive By Dates
- Manage the Officer application process.
- Submit applicants to LWSC Senior staff
- Assist in the search and selection of virtual voting options.
- Manage voting process for all members. (Ballots, etc)
- Submit ballots to LWSC for vetting and selection.
- Host a Candidates Forum via ZOOM
- Attend Officer Installation Event

**3. Motion Stated for Executive Committee Consideration/
Resolution/Recommendations: None**

4. Action Required by the COE Executive Committee:

- None

5. Action Required by LWSC Staff:

- Receive and distribute outreach materials from NEC widely via Newsletter, Website, Email and Robo calls to ensure all members receive election information. Provide a place at the LWSC for access via drive by.
- Finalize Key Dates for Validation. Vetting, and Voting
- Develop appropriate vetting process for candidates.

6. Opportunities for Celebration:

- For all of you who have served the LWSC as a volunteer on the Council of Excellence Executive Committee. Thank you!!! Your service has been invaluable and because of your commitment we are a Nationally Recognized Center of Excellence.

ATTACHMENTS

Applicants' Application

Duties of COE Executive Committee Officers

Key Dates

Attachment 1



LWSC Council of Excellence – Executive Committee Officer Application

Thank you for your interest in becoming an Officer with the Lou Walker Senior Center (LWSC) Council of Excellence (COE). The COE exists to ensure the best possible operation of the LWSC, and the satisfaction of all members, while maintaining policies, processes and standards set forth in the LWSC and COE By-Laws. Please **complete this application and attach a bio** to help members gain a better understanding of why you would be the best candidate.

APPLICANT INFORMATION

Full Name: _____

Last **First** **M.I.**

Address: _____

Street Address **Apartment/Unit #**

City **State** **ZIP Code**

Home Phone: () _____ **Member ID#:** _____

Office you are applying for: (See attached position descriptions.)

- President Vice President Secretary Assistant Secretary

Please list your qualifications to hold this position (education, knowledge, skills and abilities).

Have you held any similar positions with other organizations? If so, please list.

COMMITMENT

The COE requires a dedicated commitment from each candidate. Each candidate is expected to have a working knowledge of computer devices and software programs. If selected, you will be expected to participate fully as a member of the Executive Board during your tenure.

Please return this application and your bio in a sealed envelope addressed to the LWSC Director to the front desk by 4:00 pm Friday, October 29, 2021 or submit application electronically to: eaking

I have read this Application and agree to all the terms including the Commitment.

Print Name: _____ **Date:** _____

Signature: _____



EXECUTIVE COMMITTEE INFORMATION

Duties of LWSC Council of Excellence (COE) Executive Committee Officers:

The President shall:

1. Preside over all meetings of the LWSC Council of Excellence.
2. Call special meetings, if necessary.
3. Be knowledgeable of the COE By-Laws.
4. Head the Executive Committee consisting of the elected Officers and Chairpersons of the Standing and Ad Hoc Committees.
5. Appoint a LWSC COE Parliamentarian.
6. Work closely with the Executive COE Committee, the LWSC Director and the Committee Chairpersons on matters pertaining to programming, improving operations, quality of services, and issues that impact the LWSC monthly calendar.
7. Coordinates with the LWSC Director in the preparation of an Agenda for the monthly COE Executive Committee meetings and the quarterly COE Membership meetings.
8. The COE Executive Committee President and the LWSC Director, works together to select Chairpersons for the Standing and Ad Hoc Committees.

The Vice President shall:

1. Assist the President in all COE Executive Committee responsibilities.
2. Preside and perform duties of the President in the President's absence.
3. Perform all duties that may be assigned by the President.
4. Succeed the office of the President in the event of resignation, incapacitation of the President, or other causes.

The Secretary shall:

1. Keep accurate minutes and records of all meetings of the COE Executive Committee.
2. Submit minutes of the previous meeting to the membership of the COE Executive Committee for approval.
3. Distribute and/or read minutes the general LWSC membership in attendance at the monthly and quarterly meetings.
4. Manage all correspondence and records pertaining to the LWSC COE in a book provided for that purpose.
5. Perform other secretarial duties as may be directed by the LWSC COE Executive Committee President.

The Assistant Secretary shall:

1. Perform the above duties of the Secretary in the absence of the Secretary.
2. Perform other secretarial duties as may be directed by the COE Executive Committee President.

Each officer must have ability to communicate electronically (Email, ZOOM, etc.). Additionally, each officer must have knowledge of computers, software programs and technical devices (cell phones, laptops, I-pads, etc.).

FOR OFFICE USE ONLY

Date Received by LWSC: _____

Bio attached: Yes ____ No ____

IMPORTANT DATES

Distribution of Applications

Thursday, from September 10th, 2021

Applications for the LWSC
Council of Excellence Executive Committee

Applicants Forum

September 16, 2021 1pm

Candidates Submit Applications

October 1st – 30th, 2021

Candidate Application Deadline

4:00 PM Thursday, October 28th, 2021

Leave at the Reception Desk in a Sealed Envelope for the LWSC Director
OR

Email to eaking@dekalbcountyga.gov

Validation of Candidate Applications

Friday, October 29th, 2021

Campaign Kick-Off and Candidates Forum

Tuesday, November 2nd, 2021 or 11/9 or 11/16

1:00 pm to 2:00 pm - ZOOM

Candidates Campaigning Will Answer Questions About Their Vision for LWSC

List of Candidates

Monday, November 22nd or 29th, 2021

Submitted to DeKalb County Voter Registration & Elections Office

Voting Days!!!

December 7th, 8th, 9th

Tuesday - Wednesday - Thursday

10:00 am – 4:00 pm