



## **Call for Nominations for AIRA Board of Directors For Terms Beginning November 1, 2008**

The American Immunization Registry Association (AIRA) promotes the development and implementation of immunization information systems (IIS). A strong, unified voice for standards, policy and funding, AIRA is a resource for data exchange standards development, information sharing and education/training for IIS managers and staff. Members elected to the AIRA Board of Directors provide national leadership for current and future IIS activities.

AIRA is accepting nominations for **one two-year term Board Officer and one three-year term Board of Directors** position for terms beginning on November 1, 2008 as follows:

### **1. Officer Position Open for Nominations**

**SECRETARY:** This is a **two-year term** position (**2008-2010**). The AIRA Secretary is responsible for maintaining all Board of Director decisions and summary notes from Board and Executive Committee meetings. The Secretary also chairs the Nominating Committee.

### **2. Board of Directors Position Open for Nominations**

**BOARD POSITION:** This is a **three-year term** position (**2008-2011**).

### **Duties and Responsibilities of Board of Director Members**

The Board of Directors serves as steward for the organization vision and mission. Key duties and responsibilities include but are not limited to the following:

1. Conduct organization business consistent with the stated Bylaws and with good business practice.
2. Meet at least twice each calendar year.
3. Provide regular reports to the general membership concerning actions taken by the Board, organization activities and financial status of the organization.

4. Represent the interests of the organization and its members within the public health community.

### **Nomination Criteria**

The following criteria should be applied as you consider your nominations:

1. A candidate for nomination as **Secretary** must be a current member of AIRA and someone who has been a member of AIRA for a minimum of one (1) year. They must also have been an active member of an AIRA committee or workgroup for a minimum of six (6) months. Serving as co-chair of an AIRA committee or workgroup for a minimum of three (3) months is highly desirable. They may not be involved in for profit development or sale of IIS software, products or services.
2. A candidate for nomination as a **Board Member** must be a current member of AIRA and someone who has been a member of AIRA for a minimum of six (6) months. They must also have been an active member of an AIRA committee or workgroup for a minimum of three (3) months. They may not be involved in for profit development or sale of IIS software, products or services.

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We hope you will consider nominating either yourself or someone you feel can make a contribution to the IIS community. The deadline for submission of all nominations is **5:00 PM Eastern Time, Friday, September 12, 2008.**

**Use the following link to access the online Nomination Form:**

<http://www.immregistries.org/airaSurvey/index.php?sid=27>

If you have any questions about the nomination process please feel free to contact Cindy Sutliff, AIRA Executive Director, at [csutliff@health.nyc.gov](mailto:csutliff@health.nyc.gov) or at 212-676-2325.

We look forward to your participation!