



Call for Nominations for AIRA Board of Directors For Terms Beginning November 1, 2009

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 the positions noted below.

1. Board Officer Positions Open for Nominations

1. **PRESIDENT ELECT:** The President Elect serves as assistant to the President and assumes the responsibilities of the President during the absence of the President. The President Elect also chairs the Strategic Planning Committee. The President Elect serves a two-year term and becomes President at the end of that term. **(2009-2011)**
2. **TREASURER:** The Treasurer is responsible for oversight of all fiscal activities of the Association and provides regular reports to the Board and membership. The Treasurer serves as chair of the Finance Committee and serves a three-year term. **(2009-2012)**

2. Board of Directors Positions Open for Nominations

BOARD MEMBER POSITIONS:

1. **Board Position #1:** This is a two-year term of office position. **(2009-2011)**
2. **Board Position #2:** This is a two-year term of office position. **(2009-2011)**
3. **Board Position #3:** This is a two-year term of office position. **(2009-2011)**
4. **Board Position #4 (Non-Voting position):** This is a two-year term of office position. **(2009-2011)***
5. **Board Position #5 (Non-Voting position):** This is a two-year term of office position. **(2009-2011)***

***Non-Voting positions on the AIRA Board are open to business (for profit) members in good standing. All vacant voting positions for the Board are open to AIRA members in good standing.**

Duties and Responsibilities of Board of Director Members

The Board of Directors serves as steward for the Association's 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. The current AIRA practice is for the Board to meet monthly via conference call and in person annually at the NIC.
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 **President Elect** must be a current member of AIRA and someone who has been a member of AIRA for a minimum of two years. The candidate must also have been an active member of an AIRA committee or workgroup for a minimum of one year. Serving as co-chair of an AIRA committee and/or workgroup for a minimum of six months is highly desirable. The candidate may not be involved in the profit development or sale of IIS software, products or services.
 2. A candidate for nomination as **Treasurer** must be a current member of AIRA and someone who has been a member of AIRA for a minimum of one year. The candidate must also have been an active member of an AIRA committee or workgroup for a minimum of six months. Serving as co-chair of an AIRA committee or workgroup for a minimum of three months is highly desirable. The candidate may not be involved in for profit development or sale of IIS software, products or services.
 3. 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 months. The candidate must also have been an active member of an AIRA committee or workgroup for a minimum of three months. The candidate may not be involved in for profit development or sale of IIS software, products or services.
 4. A candidate for nomination as a **Non-Voting Board Member** must be a current member of AIRA and someone who has been a member of AIRA for a minimum of six months. The candidate must also have been an active member of an AIRA committee or workgroup for a minimum of three months. Non-Voting candidates are for profit businesses or independent consultants.
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We hope you will consider nominating either yourself or someone you believe will make a contribution to the IIS community. The deadline for submission of all nominations is **5:00 PM Eastern Time, Monday, September 14, 2009.**

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 or at 212-676-2325.

We look forward to your participation!