**Call for Nominations**

Wisconsin Histology Society (WHS) will have election of officers at the 2017 spring business meeting during our annual Tristate Conference. If you are interested in running for a board position or wish to nominate someone please contact me (Andy Fortune) via (wishisto@gmail.com). Officer Job descriptions are listed below. Candidate profiles will be published prior to the spring meeting.

**All Officers will be WHS members in good standing.**

Criteria is as follows:

**President:**

1. Preside over all meetings of the society.
2. Preside over all meeting of the Board of Directors.
3. Appoint chairperson for all committees both standing and special.
4. Jointly responsible, with the treasurer, for all society funds.
5. Any Other duties as described in the constitution or defined by parliamentary procedure.
6. Follow the constitution and guidelines of the WHS.

Other duties may include maintaining contact with NSH and Region IV Director

**Vice President:**

1. Assume the duties of the president in his/her absence.
2. Shall attend all board meeting.
3. Shall perform all duties designated by the president of the Board of Directors.
4. Follow the constitution guidelines of the WHS.

**Secretary:**

1. The secretary shall be responsible for recording the minutes of all meeting.
2. Maintain the records of the society in good order.
3. Report the minutes at future meetings and submit to the newsletter for publication.
4. Is a voting member of the Board of Directors.
5. Perform and discharge other duties and responsibilities as defined by parliamentary procedure.
6. Follow the constitution and guidelines of the WHS.

**Treasurer:**

1. Shall collect, record and charge all funds of the society.
2. Report financial condition at the annual meeting. Submit a detailed report to the membership.
3. Deposit funds as advised by the Board of Directors.
4. Shall keep a current list of members. This letter is sent to all officers and editor.
5. Shall attend all Board of Director meetings.
6. Perform and discharge other duties and responsibilities as defined by parliamentary procedure.
7. Follow the constitution and guidelines of the WHS.