



# OFFICER NOMINATION FOR SECRETARY 2023/2024

**Instructions for Submittal:**

Applications must be completed and submitted with required attachments and information to Denise Finn, FAPPO Vice President, via email to [dfinn@Cityftmyers.com](mailto:dfinn@Cityftmyers.com) no later than 5:00 p.m. Friday, March 31, 2023. Please submit all documents as a single PDF file. Incomplete applications will be returned to the sender for correction.

**Minimum Requirements for Nominee:**

Nominee must meet the following minimum eligibility requirements:

1. Must be a Regular or Agency member, in good standing, prior to the scheduled election of such office.
2. Must hold a professional procurement, contract administration, or materials management certification from a universally recognized professional association at the time of election to any office and must retain certification for the duration of all terms of office.
3. Must submit, with application, a letter from nominee’s supervisor stating agency support for nominee to take on the responsibilities of officer for FAPPO (see attached template).
4. If elected, nominated officer must be able to attend a transitional meeting, as scheduled by the incoming President.

**Additional Information:**

1. Provide a list of any other duties (such as an officer, council/board member, etc.) currently held with any other Associations/Organizations.
2. Provide a summary of nominee’s professional accomplishments.
3. If you are nominating an individual other than yourself, please provide a statement from the nominee that they are interested in serving as a FAPPO Officer.

**Nominee Information:**

Full Name of Nominee: \_\_\_\_\_

Current Job Title: # of Years in Position: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: City: Zip: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

FAPPO Membership: Regular/Agency: \_\_\_\_\_ (# of Years): \_\_\_\_\_

**Current Certification(s):**

CPPO     CPPB     C.P.M.     CPSM     CFCM     Other \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

**NOMINATION LETTER OF SUPPORT TEMPLATE - This letter of support from the candidate's supervisor must be presented with the officer nomination application.**

<date>

Ms. Denise Finn, NIGP-CPP, CPPO, C.P.M., CPPB,  
Vice President Florida Association of Public  
Procurement Officials PO Box 622612  
Orlando, FL 32862-2612  
[dfinn@cityftmyers.com](mailto:dfinn@cityftmyers.com)

Dear Ms. Finn,

As the supervisor/director of <Name of Nominee> it is my pleasure to support him/her as an officer of the Florida Association of Public Procurement Officials (FAPPO). <Name of Nominee> has been working for our agency since <date> in the role of <Title>. Their duties with the agency include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I am aware of the extent of support and time that is required to fulfill the duties of a FAPPO Officer, and our agency management is in total support of <Name of Nominee>. I also understand that this is a four-year commitment as officers progress annually from the role of secretary through the roles of treasurer, vice president, and president of the association. As such, we will endeavor to facilitate and support his/her responsibilities in those officer roles.

I understand and agree that <Name of Nominee> must attend all board meetings (total of four), the annual conference, and fall workshop each year as an officer, that he/she will receive and respond to emails and phone calls during the workday and will attend regular teleconferences with the executive board during their tenure.

It is my opinion that <Name of Nominee> has the necessary experience and abilities to hold office and is committed to the principles of FAPPO. Therefore, I concur with the nomination of <Name of Nominee > for FAPPO Officer.

Sincerely,

SIGNATURE

PRINTED NAME

TITLE

PHONE NUMBER

EMAIL