



OFFICER NOMINATION FOR TREASURER 2024-2027

Instructions for Submittal:

Applications must be completed and submitted with required attachments and information to Tammy Spearman, FAPPO Vice President, via email to Tammy.Spearman@dot.state.fl.us no later than 5:00 p.m. Friday, March 29, 2024. Please submit all documents as a single PDF file. Incomplete applications will be returned to the sender for correction.

Minimum Requirements for Nominee:

The 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 submit, with this application, a letter from the nominee's supervisor stating agency support for the nominee to take on the responsibilities of officer for FAPPO (see attached template).
3. Review requirements for the Treasurer position and agree to dedicate the time required to fulfill those responsibilities.
4. If elected, the 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 a treasurer, officer, council/board member, etc.) currently held with any other Associations/Organizations.
2. Provide a summary of the 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.
4. All nominees must attend an Officer Tutorial training session before the election.

Nominee Information:

Full Name of Nominee: _____

Current Job Title: _____

Number of Years in Position: _____

Agency: _____

Address: City: Zip: _____

Contact Info: Phone: _____ E-Mail: _____

FAPPO Membership: Regular/Agency: _____ (# of Years): _____

Current Certification(s):

☐ NIGP-CPP ☐ 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 on entity letterhead.

<date>

Ms. Tammy Spearman, CPPO, CPPB, FCCM
Vice President Florida Association of Public Procurement Officials
PO Box 622612 Orlando, FL 32862-2612
tammy.spearman@dot.state.fl.us

Dear Ms. Spearman,

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 minimum three year commitment as as treasurer of the association with an option to extend for another term. 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 be treasurer 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