

ACSA COUNCIL MEMBER RECOMMENDATION FORM

For the Human Resources Council

Purpose of Council: To identify and study issues relating to professionals responsible for personnel, employer/employee relations and other human resources programs. To provide leadership, direction, clarification, and understanding in such areas as personnel practices, employer-employee relationships, fair and equal employment practices, contract management, negotiations, retirement, legislation, credentials, management team concept, individual rights, and staff-related issues. To plan, provide, and encourage in-service training for administrators in this area, and to maintain liaison between ACSA and the American Association of School Personnel Administrators. To assist in the recruitment of personnel, employer/employee relations and other human resources administrators as ACSA members. To promote the training, and recruitment of individuals of diverse backgrounds as human resources administrators. To promote the highest standard of ethical conduct, assist local school administrators, and to assure due process to all members of ACSA

Responsibilities of council members:

- As a new member, attend orientation meeting. Take minutes at not more than one meeting during a three-year term.
- Contribute to projects undertaken by the council. Initiate activities within his/her respective region that (1) communicate and disseminate information obtained from the State Council President and at the State Council Meetings; (2) Initiate activities within his/her respective region that promote the goals and objectives of the State HR council's annual program plan (3) submit a report to the State HR Council President, outlining the HR Council Member's activities that address the his/her Region follow-through and articulation with the State HR Council.
- Attend three regular annual council meetings annually.
- Attend and actively participate in council-sponsored professional development activities: Negotiators' Symposium, Personnel Institute, Personnel Academies.
- Provide leadership to other human resource professionals in his/her region.
- Communicate council activities and information to human resource professionals in council member's region.
- Provide verbal report at each council meeting on human resource issues and activities in council member's region; submit written summary at end of year.

Ability to:

- ◆ Organize time and workload to incorporate council activities.
- ◆ Communicate effectively.

Experience:

The most effective council member would be in a position directly related to human resource responsibilities.

Council Member Being Replaced: _____ **Term:** _____

One Box Must Be Selected

Council Member Selected **Council Member Elected**

Name _____ Social Security # _____

Title _____ District _____ School _____

Address _____
(Street) (City) (State) (Zip)

Telephone _____ Fax _____ E-mail _____

Superintendent of District _____

Superintendent's Address _____

Nominee's previous ACSA State, Regional or Charter activities: _____

Please be sure to check the appropriate box for affirmative action: **Male** **Female**

- African/American
- Asian
- Caucasian
- Eskimo – American Indian
- Filipino
- Latino
- Pacific Islander

Special Instructions:

- Before you return this form, **check to be sure the person recommended is an ACSA member.** You are welcome to contact the ACSA Membership Department at (650) 692-4300 if you are unsure.
- Be sure that you **do not recommend any member who has already served a full three year term.**
- Members may serve on only one ACSA State Committee/Council at a time.

REGION: _____ REGION PRESIDENT: _____

DATE: _____

Return completed forms to: Adelita Dizdarevic, Governance Assistant
ACSA, 1029 J Street, Suite 500, Sacramento, CA 95814