



The Leading Hispanic Business Organization in Texas

MEMORANDUM

To: Executive Officers, Board of Directors and Local Chamber Members
From: Mary Louise Gonzales – TAMACC Secretary
Date: May 12, 2011
Re: TAMACC Executive Officer Candidate Criteria Application

THE DEADLINE TO FILE FOR ANY OF THE FOLLOWING EXECUTIVE COMMITTEE POSITIONS, INCLUDING: CHAIR-ELECT, SECRETARY, TREASURER, VICE CHAIR OF COMMUNICATION / PUBLIC RELATIONS, VICE CHAIR OF ECONOMIC DEVELOPMENT, AND VICE CHAIR OF INTERNATIONAL AFFAIRS IS WEDNESDAY, JUNE 1, 2011 AT 5:00 PM (CST).

Requirements for all positions include:

- Candidates must submit a letter from their local Hispanic Chamber of Commerce stating they are a member in good standing of the Chamber.
- Candidates must submit a resume with appropriate contact information including mailing address, office telephone number, cellular telephone number, fax number, and e-mail address with their application packet. Please attach a photo with your resume.
- Candidates must be Hispanic, must not be under indictment, or have been convicted of a felony.
- Candidates must not be a paid employee of a national, state, or local Chamber or a paid employee of a local, state, or federal government agency.
- Candidates must be present for the elections at the TAMACC Annual Meeting during the Annual Conference, Saturday, August 27, 2011.
- Candidates must own at least 51% of a business which is his/her primary source of income and must be able to document such ownership.
- Candidates must read, complete and sign the TAMACC Executive Committee Candidate Criteria Application Form and submit it with their application packet.

Mail the completed application packet containing all of the above information to the TAMACC office at 3000 South IH 35, Suite 305, Austin, Texas 78704

ALL INCOMPLETE APPLICATION FORMS WILL BE DISQUALIFIED.

If you have any questions, please contact Pauline Anton, TAMACC Office Manager at (512) 444-5727. Please encourage your members to consider this unique leadership opportunity and help us distribute this information to your members and TAMACC associates who may be qualified and interested in applying.



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For TAMACC use only:

Date Received:

Time:

By:

TAMACC EXECUTIVE OFFICER CANDIDATE CRITERIA APPLICATION

As a candidate for a TAMACC Executive Officer's position, please complete this form and return to the TAMACC office, located at 3000 South IH 35, Suite 305, Austin, Texas 78704 by Wednesday, June 1, 2011 by 5:00 PM (CST). In order that all areas of the state are geographically and fairly represented, there shall be no more than two (2) Board Members residing in the same city and/or from the same chamber. All incomplete application forms will automatically be disqualified.

Name: _____

Address: _____

Telephone: () _____ Fax: () _____

Cellular: () _____ Other: () _____

E-Mail: _____

Check only ONE position:

- Chair-Elect
- Secretary
- Treasurer
- Vice Chair of Communication / Public Relations
- Vice Chair of Economic Development
- Vice Chair of International Affairs

The deadline for all these positions is Wednesday, June 1, 2011 at 5:00 PM (CST).

Candidates wishing to serve on the TAMACC Executive Board of Directors as an Executive Officer must meet all of the following criteria. Please check YES or NO for each of the following statements:

Yes No The candidate must be a member in good standing for at least one year with the chamber nearest his/her primary residence that is in good standing with TAMACC. Please enclose a letter from your chamber stating that you are in good standing with the chamber and that your membership dues are current.

Yes No The candidate must submit a resume with an attached photo. The contact information, including address, office telephone number, cellular telephone number, fax number, and an e-mail address should be included in the resume with this application.

Yes No The candidate must not be under indictment or have been convicted of a felony.

Yes No The candidate must not be a paid employee of a national, state or local chamber or a paid employee of a local, state or federal government agency.

Yes No The candidate must be present at the elections on Saturday, August 27, 2011 in Irving, Texas at the Annual Conference.

Yes No The candidate must own at least 51% of a business, which is his/her primary source of income.

Business Name: _____

Date Established: _____

Address: _____

Telephone: _____ Fax: _____

Type of Ownership: Documentation Must be Attached

Corporation: _____

Partnership: _____

Sole Proprietorship: _____

Such documentation may include copies of stock certificates, minutes of a meeting wherein the individual was elected Chief Executive Officer or President, annual reports, bylaws, operating agreements, partnership agreements, or other documents which are verifiable through your most recent tax returns and/or bank statements.

Yes No The candidate must be willing to allocate the time and personal financial resources necessary to attend meetings, conferences, special events, and fulfill other duties and responsibilities of the position.

Yes No The candidate must adhere to all rules, requirements, and provisions of the bylaws and policies.

I represent that, to the best of my knowledge and belief, the information contained in this application is true, correct and complete. I understand and agree that any intentional misrepresentation of information may be used by TAMACC as grounds for my disqualification or removal from office.

Signature of Candidate

Date