



Orange County Chapter  
American Payroll Association

## Board of Directors Nomination Form 2026-2027

**Instructions:** Fill in the name of the person you would like to nominate next to the Board of Directors position listed below. Filling in all positions is optional. You may nominate yourself. You may submit more than one nomination form. Please refer to the bylaws for a complete description of the nomination process and for a full description of each Board of Directors position.

**You must be a current member of OCCAPA to participate in the nomination process.**

**Please provide your full name as confirmation of your status as a current OCCAPA member:** \_\_\_\_\_

**President:** \_\_\_\_\_

The President will set the Chapter goals, lead, direct, and plan Chapter activities. Preside over all Chapter and Officer's meetings or provide a replacement. Review all corporate contracts, financial statements and any formal correspondence on behalf of the Chapter.

**Vice-President:** \_\_\_\_\_

The Vice-President will assist the President in all functions. Obtain the speaker biography for use in obtaining RCH credits. Ensure that there are adequate meeting facilities and equipment available for Chapter meetings.

**Secretary:** \_\_\_\_\_

The Secretary is responsible for recording minutes, resolutions, votes and noteworthy events. Responsible for picking up Chapter mail and distributing it to the other Officers. Prepare the monthly newsletter based on input from other Officers and Chapter Members.

**Treasurer:** \_\_\_\_\_

The Treasurer shall keep full and accurate accounts of all receipts and disbursements and reconcile the Chapter's checking and savings account. Assist the Membership Director with registration at the chapter meetings including collection of non-member fees.

**Membership Director:** \_\_\_\_\_

The Membership Director is responsible for the attendance roster and Chapter mailing list. Handling registrations at the Chapter meetings and responsible for recording dues paid and unpaid and providing receipts for such payments as requested.

**Government Liaison Officer:** \_\_\_\_\_

The Government Liaison Officer (GLO) is responsible for advising the membership of pending legislation, court decisions, etc., which effect payroll. Work with the National APA Government Affairs Office to obtain updates as applicable and to represent the Chapter.

**National Liaison Officer:** \_\_\_\_\_

The National Liaison Officer is responsible for tracking all RCH units provided by the Chapter and will provide RCH certificates at the monthly meetings for Chapter members as well as Study Group facilitators. Coordinate the National Payroll Week activities and in conjunction with the Social Director.

**Director of Educational Events:** \_\_\_\_\_

The Director of Educational Events shall coordinate and plan the Study Group for the OCCAPA. Register the Study Group with the National APA. Submit to the National Liaison Officer a list of Study Group facilitators for generation of RCH certificates.

**Web Master:** \_\_\_\_\_

The Web Master is responsible for managing the website for update and design. The updates include timely posting of meeting notices, Board Member updates and job postings.

**Social Director:** \_\_\_\_\_

The Social Director coordinates and plans social activities for the OCCAPA. Taking photos at events and maintaining a photo album. Photos of events should be sent to the Web Master for posting on the website. Organizes Chapter breakfast, lunch or dinner meetings.

**Please return this form via e-mail to [reginaoccapa@gmail.com](mailto:reginaoccapa@gmail.com) Should you have questions please contact Regina Manriquez at (657) 622- 1737 or [reginaoccapa@gmail.com](mailto:reginaoccapa@gmail.com). Nomination Deadline: October 31, 2025. Voting will take place online November 10, 2025 through November 21, 2025.**