



## Adult Day Health Care Council

**TO:** ADHCC Members  
**FROM:** Jeraldine Fedoriw, Immediate Past Chair  
**DATE:** October 22, 2019  
**SUBJECT:** **Call for Candidates for 2020 Board of Directors**

Dear Adult Day Health Care Council Members:

The Adult Day Health Care Council's (ADHCC) election of officers for the 2020 term is fast approaching. The current term of officers for the sitting Executive Committee and Regional Representatives expires at the end of 2019. The ADHCC by-laws require that the Executive Committee shall be elected by the full membership and Regional Representatives shall be elected each year by their regional membership. In order to allow adequate time for nominations, review of candidates and presentation of candidates to the membership, **the Nominating Committee will accept nominations through Friday, November 29, 2019**, for the following positions:

**Chairperson Elect**  
**Secretary**  
**Treasurer**  
**Regional Representative – Regions 1-8**

Enclosed is a brief description of the responsibility of each office. We are not seeking a chair as our chair-elect Kelly VanDeMar will fill this position in 2019. Our current chair, Mackenzie Bellinger, will fill the immediate past-chair position in 2019.

**If you are interested in nominating a candidate for any of these positions, please send the name of the candidate and a short biographical sketch to the ADHCC for review by close of business on Friday November 29th.** You can nominate another member or you can nominate yourself for a position. The biographical sketch should be no more than 200 words, and should include an outline of the candidate's experience in adult day health care, their specific qualifications for office and their reason for seeking office. Please email this information to Anne Hill, ADHCC executive director at [ahill@leadingagency.org](mailto:ahill@leadingagency.org). All biographical sketches must be in electronic (email or Word) format.

**A diverse board is essential to a statewide membership association. We welcome nominations from any ADHC staff member, including nursing home administrators.**

Information on the candidates and a ballot will be sent to you via email once the information is reviewed and compiled. If you have any questions about the offices or the election procedures, please contact Anne Hill at [ahill@leadingagency.org](mailto:ahill@leadingagency.org) or call 518-867-8836.

Sincerely,  
Jeraldine Fedoriw

Immediate Past Chair, 2019

**ADULT DAY HEALTH CARE COUNCIL**  
**DUTIES OF ELECTED OFFICERS**

**CHAIRPERSON \*** - The Chairperson shall preside at all meetings of the Executive Committee, the Board of Directors, and the Council. The Chairperson shall enforce all bylaws and regulations of the Corporation. The Chairperson shall be an ex-officio member of all committees for a period of one year. The Chairperson will appoint all committee chairpersons with the exception of the Nominating Committee Chairperson and one co-chairperson of the Strategic Planning Committee. The Nominating Committee Chairperson shall be the Immediate Past Chairperson, and the Chair Elect shall serve as a co-chair of the Strategic Planning/Committee and as part of the Membership Committee. **The position of chair will be held by Kelly VanDeMar, Sr. Manager, Friends for the Day ADHC, Newark, in 2020.**

**CHAIRPERSON ELECT \*** - The Chairperson Elect shall perform the duties of the Chairperson when absent, or vacant until a successor is elected and shall perform such other duties as assigned by the Chairperson, the Executive Committee, or the Board of Directors. The Chairperson Elect shall serve as co-chairperson of the Strategic Planning Committee, shall serve on the Membership Committee, and shall be the next Chairperson of the ADHCC.

**SECRETARY \*** - The Secretary shall keep or cause to be kept all official correspondence of the Council and the minutes of all meetings of the Council. When authorized by the Executive Committee, or the Board of Directors, the Secretary shall cause to be sent notices of all meetings, affix the corporate seal to all instruments requiring it, and shall keep or cause to be kept such other records and shall perform such other duties as may be assigned by these bylaws or the Chairperson.

**TREASURER \*** - The Treasurer shall perform or cause to perform all duties incident to the Office of Treasurer and such duties assigned from time to time by the Chairperson of the Board. The Treasurer shall serve on the Membership Committee.

**IMMEDIATE PAST CHAIRPERSON \*** - The Immediate Past Chairperson of the ADHCC serves for one year in this capacity and acts as a resource to the Executive Committee and performs duties as outlined by the Executive Committee. The Immediate Past Chairperson shall serve as the Chairperson of the Nominating Committee. **The position of Immediate Past Chair will be held by Mackenzie Bellinger in 2020.**

**REGIONAL REPRESENTATIVES** - Regional Representatives represent the ADHCC members of their specific geographical location. Regional Representatives must be a designee of a primary member of the Council in good standing. Regional Representatives are responsible for communicating information to and from the Board of Directors. It is the Regional Representatives responsibility to ensure membership issues and concerns are brought to the Board's attention. The Regional Representative must then inform their regional members of the Board's recommendations and then communicate to the Board the response of the region. Regional Representatives serve as committee chairs or co-chairs and accept assignments from the Executive Committee, the Board of Directors and their regional membership.

***Please note:***

The Board of Directors meets in person four times per year and occasionally on the phone.

Regional meetings are held at the discretion of the region. Most regions hold meetings monthly or bi-monthly.

\*Member of the Executive Committee