



USWCA Comptroller Nomination Information and Instructions

Nominating a Candidate for Comptroller

Any member of the USWCA may submit names of qualified candidates to the nominating committee for consideration.

To propose a candidate, write a letter of nomination recommending your candidate for the position. Your letter should address the candidate's proficiency in job performance, skills in bookkeeping, accounting, communication, respect in community, etc. Include anything that would help the committee with their decision-making process. The candidate will complete the "Comptroller Candidate Form." Nominations can also be made from the floor at the Winter Board of Directors Meeting.

All materials are due by **AUGUST 15, 2020**. Prior to this date, please advise the Nominating Committee Chair of your plan to propose a candidate.

Karen Brattesani, Nominating Committee Chair, karenbrattesani@gmail.com
2155 N 128th St., Seattle, WA 98133 • 206 276-4142

PLEASE CONFIRM THAT INFORMATION HAS BEEN RECEIVED

Attributes of a USWCA Comptroller

- Must be an American citizen.
- Exhibits skills and experience to carry out the financial responsibilities of the USWCA.
- Is committed to 2-4 years of work for the USWCA in her capacity as Comptroller.
- Collaborates well with others.

Comptroller Responsibilities (summarized from USWCA Bylaws)

1. Keeps the accounts of the USWCA and make payments upon orders of the President, Treasurer or Committee Chairs
2. With Treasurer, creates statement of accounts to report at each meeting
3. Annual Filings/ Payments:
 - IRS income tax
 - Certificate of condition with Illinois Board of Incorporation
 - Royal Caledonian Club dues
4. Invoices and receives payment from all member clubs
5. Maintains roster of member clubs and individual members; maintains club and member counts
6. Determines eligibility of participants in USWCA competitions and tours