

North Carolina Association of Educational Office Professionals, Inc.
Record of Committee Service

This form is to be used by State, District, and Local Presidents to record yearly service for members. Submit completed form to PSP Registrar when assigned area(s) of association responsibility are completed. Include only those members who have adequately fulfilled committee responsibilities as evidenced by minutes, attendance records and chairman's reports.

Unit Name: _____ **Service Year:** _____

Officers & Appointed Positions:

President	Vice-President	Secretary	Treasurer	President-Elect

Immediate Past P.	Parliamentarian	Corresponding Sec.	Historian	Advisor

Committees:

Committee	Committee Chair	Committee Member	Committee Member	Committee Member
Awards				
Audit/Finance				
Legislative				
Meeting Coordination				
PSP				
Scholarship				
Constitution & By-laws				
In-Service				
Membership				
Nomination & Elections				
Publications				
Special Projects				
Policy & Procedures				
Affiliations				

Signature: _____ **Title:** _____
 (person certifying association responsibility completion)

Date: _____

Return this form to: Wilma J. Greene, PSP Registrar
 P. O. Box 28
 Lakeview, NC 28350
 Fax: 910 245-1706
 E-mail: psp@ncaeop.org