

## Helpful Information

These forms use DocuSign® to provide a more effective and efficient method to collect accurate information concerning all nominees. Each field must be completed on each form to finalize the nomination process.

DocuSign will ask for *your* name and *your* email before populating the nomination form. Once you complete the form and submit it (submit, complete, or finish), it comes directly to the Executive Office at the Convention. You will be able to download and/or save your document.

Please note that DocuSign uses the term *Finish*. When you click the *Finish* button, your form is submitted to our office.

**Instructions to complete a Convention Standing Committee Nomination are as follows.** These instructions are new and are *not* printed at the top of the Nomination Form.

### NOMINATOR:

1. **Complete** each section on the **[Nominations Form](#)**.
2. **Send your nominee the [Standing Committee Member Consent to Serve](#) link to complete the nomination.** (Nominees will not be considered until the Convention receives the Consent to Serve form.)

Should you encounter any problems with DocuSign, please email [Janet Clonts](#).