



## **Nominations for the Governing Board of NYCLASS**

Section 4.2 of the New York Cooperative Liquid Assets Securities System (NYCLASS) Cooperative Agreement (the Agreement) requires that an annual election be held for the NYCLASS Participants to elect members of the Governing Board. Each Board Member is elected to a three-year term. As the first step in the election process, Participants have the opportunity to nominate qualified candidates. In order to nominate a qualified candidate, **the nominator should be a representative of the entity's board.** Qualified candidates for election to the Governing Board shall be the Chief Fiscal Officer of a participating member or an employee of such member having knowledge and expertise in financial matters.

**All nominations must be received on or before October 22, 2024.** Each qualified nomination must include a single-page resume (500-word maximum) outlining the nominee's qualifications.

Please complete a nominating form if you wish to run for the Governing Board or nominate another individual. A copy of the nomination form, along with the board member position description, is available in the [Document Center](#) at [www.newyorkclass.org](http://www.newyorkclass.org). Please return completed nomination forms along with a one-page resume via email to [nominations@newyorkclass.org](mailto:nominations@newyorkclass.org) or via mail to:

**NYCLASS**

Attn: 2025 Governing Board Election  
717 17th Street  
Suite 1850  
Denver, CO 80202

Questions or comments may be directed to [nominations@newyorkclass.org](mailto:nominations@newyorkclass.org).



## NYCLASS Governing Board Position Description

**OFFICE:** One of 10 to 15 members of the NYCLASS Governing Board.

**TERM:** Three years.

**QUALIFICATIONS:** Must be a Chief Fiscal Officer of a Participant in good standing in NYCLASS or another officer or employee of the Participant having fiscal expertise.

### REQUIREMENTS:

#### Minimum Annual Time Requirements:

- |  |                         |
|--|-------------------------|
| • 3 to 5 Governing Board meetings  | 24-36 hours plus travel |
| • Potential for standing committee meetings  | Up to 24 hours          |
| • Attendance at activities, e.g., local Participants meetings and annual meetings of appropriate Participant organizations such as NYASBO, NYGFOA etc... | Variable                |
| • Preparation and planning   | 60 hours                |
| • Training, education, conferences   | Variable                |

Participation requirements:  
Attend meetings and provide vision and leadership.

**RESPONSIBILITIES:** As stated in the NYCLASS Cooperative Agreement, oversight of the general management and responsibilities for the affairs of NYCLASS. This includes but is not limited to:

- Administration of the Program
- Supervision of the Investment Policy of the Program
- Prepare annual reports to Participants
- Conduct elections for Governing Board vacancies
- Acquire or dispose of Program assets
- Create and serve on subcommittees to assist in the operation of the Program
- Incur and authorize payment for expenses of the Program
- Contract, appoint, retain, and employ such persons as may be necessary in the operation of the Program

The Governing Board retains responsibility for all of the items listed above but has contracted with an Investment Advisor/Administrator to manage the daily activities of the Program.

**COMPENSATION:** Trustee is a voluntary position with no monetary compensation. Trustees are reimbursed for travel and other reasonable expenses.



## NYCLASS Governing Board Nominating Form

I, \_\_\_\_\_, representative of \_\_\_\_\_,  
(Full Name) (Entity)  
 nominate \_\_\_\_\_, \_\_\_\_\_ for a position  
(Full Name) (Title)  
 on the Governing Board of the New York Cooperative Liquid Assets Securities System (NYCLASS) for  
 the term beginning the first board meeting of 2025. Please indicate the nominee’s entity type by  
 checking the appropriate line below.

\_\_\_ City, Town, or Village

\_\_\_ County

\_\_\_ School District

\_\_\_ Fire District

\_\_\_ Other Public Entity \_\_\_\_\_

Signature: \_\_\_\_\_

Nominator’s Affiliation: \_\_\_\_\_

Date: \_\_\_\_\_