



HEATHER WOODS
CANDIDATE FOR SECRETARY

**ASSOCIATION OF DESK AND DERRICK CLUBS
ADDC Officer Nomination Form**

Club:	Farmington	Region:	West
President Name:	Kimberly Cadle	City, State, Zip:	Bloomfield, NM 87413
Address:	110 Northeights	e-Mail:	kcadle@hilcorp.com
Phone:	(505) 486-3209		

The Club has voted to submit the following nominee(s) for Association Office for the year <u>2023</u>	
Office:	Nominee:
President Elect	
Secretary	Heather Woods
Treasurer	

See Nominating Committee official letter for deadline, mailing/e-mailing address, and further instructions.

Nominations may be submitted via mail or by email.

Nominations submitted via mail, UPS, FedEx, etc. should contain three (3) sets of all items listed below.

Nomination(s) submitted via email should have one (1) set of all items listed below as attachments.

All nominations must include:

NOMN 1 - ADDC Officer Nomination Form

NOMN 2 - Candidate's Qualifications Form

NOMN 2A - Candidate's Goals (100 words or less)

One photograph (color preferred)

Signed: Kim Cadle
Club President

**ASSOCIATION OF DESK AND DERRICK CLUBS
CANDIDATE'S QUALIFICATIONS FORM**

Candidate For Secretary

Name Heather Woods

Address P.O. Box 37
Kirtland, NM 87417

E-mail Heather.Woods@soudermiller.com

Club Affiliation Farmington Region West

Employer Souder, Miller & Associates

Current Position Project Geoscientist

Desk and Derrick Activities

Association Experience **Year(s)**

President Elect _____

Vice President _____

Secretary _____

Treasurer 2022

Executive Assistant _____

Parliamentarian _____

Regional Director (Region #) West 2021

Committee Experience

Certification	<u>2021/2022</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
Club Bylaws Review	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Contest	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
<i>The Desk and Derrick Journal</i>	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Education	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
The Insight	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Leadership Resource	<u>2020?</u>	Chairman	<input checked="" type="checkbox"/>	Member	<input type="checkbox"/>
Long Range Planning	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Manuals Review	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Membership	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Nominating	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Program	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Public Relations	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Publications	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Registrar	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Rules	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Scrapbook	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Tax Exempt	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Technology	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Trade Show	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Special Appointed Committee:	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>

Convention

General Arrangements	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Committee:	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>

Regional Experience

Region Meeting GAC	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Region Meeting Committee	<u>2021</u>	Chairman	<input checked="" type="checkbox"/>	Member	<input type="checkbox"/>
Regional Nominating Committee	<u>2022</u>	Chairman	<input checked="" type="checkbox"/>	Member	<input type="checkbox"/>

Seminars or Workshops	Year(s)	Name or Description of Program
Any at a Regional/Association level where you presented or assisted in presentation	2021	Instructor for Geology Certification Class

Club Experience	Year	Year	Year
President	2019		
Year you joined Desk and Derrick	2015		
Number of Conventions Attended	3	Delegate 1	Alternate 1
Number of Region Meetings (Within Region)		4	
Number of Region Meetings (Other Regions)			

Business Experience

I have 17 years of experience as a project manager at geotechnical and environmental consulting firms. My work often involves record keeping, tracking task completion, and planning. I understand the value of organization and communication because of this experience and am ready to employ these skills as Secretary. I have utilized several electronic information storage systems through my career and presently utilize ADDC's current system on Google Drive in my capacity as Treasurer.

Education Background

I received my Bachelor of Science in Geology at the University of New Mexico in 2005 and am a Professional Geologist registered in the state of Utah.

Participation in other Organizations

I am a member of the San Juan County Gem & Mineral Society and have held several positions for this club including Vice President and Director. I am the editor of the Rocky Mountain Federation of Mineralogical Societies. I am also a member of the New Mexico Geological Society.

Please complete NOMN 3 stating candidate's goals in 100 words or less.

Signed: Heather M. Woods Candidate June 1, 2022 Date

Candidate's Goals - 100 words or less

As Secretary, I will conduct the usual business of the position in a complete and timely manner including preparation and submission of Board Meeting minutes with a record of all votes, maintain a register of the officers of each club, assist in maintaining Association documents, and serve as board contact for committees designated by the President. Additionally, I will strive to enhance the value of ADDC to its members, their employers, and their communities by championing ideas I believe beneficial to the Association and to vote on subjects brought before the Board in a manner I believe serves them best.