



2017 IACET Board of Directors Nomination - Chairman Form

Instructions for the nominee: Provide responses to each of the questions below immediately after the question. You may extend the space provided by using your "enter" key. Please answer each question thoroughly. To be considered for the position, your nomination form must be completed on time and include sufficient detail to the information requested below.

Candidate's Name:

Nomination for: Chairman of the Board *(self-nominations are encouraged)*

Nominated by:

Calendar Year(s) served on Board of Directors: **Position:**

Degree(s) earned and conferring institution(s), beginning with the most recent):

Employer:

Job title:

Address:

City, State, Zip:

Work Phone:

Cell Phone:

Email:

Accredited Provider Member of IACET since:

or Individual IACET Member since:

Years active in continuing education/training field:

Describe how you are acquainted with the ANSI/IACET Standard:

Type of Business or Organization:

Primary Service(s) and training area/population served:

Provide the name, phone numbers, and email addresses of two professional colleagues who can verify the accuracy of the information you submitted:

Please answer the following 6 questions below (using first person singular language).

1. Please list the most relevant leadership role(s) you have held in IACET or another organization. For each leadership role indicate the concrete results/achievements/accomplishments you were instrumental in bringing about in this role.

Organization	Leadership Role/Title	Date(s) of Service	Results/Achievements

2. How will IACET benefit from your involvement on the Board? (Limit your response to no more than 250 words.)

3. Skills, experience and interests (Please check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Finance, Accounting | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Administration/ Management | <input type="checkbox"/> Outreach, Advocacy |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Community Service |
| <input type="checkbox"/> Board Development | <input type="checkbox"/> Policy Development | <input type="checkbox"/> IT |
| <input type="checkbox"/> Education, Instruction | <input type="checkbox"/> PR/ Communications | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Program Planning / Evaluation | <input type="checkbox"/> Other | |

4. Based on current training trends, please identify how you think IACET may contribute to the changes in training, including technological advances. (Limit your response to no more than 250 words):

5. Please list any groups, organizations or businesses you may be able to serve as a liaison to on behalf of IACET:

6. What do you want IACET members to know about you? (The applicant may list anything from hobbies to professional accolades, to professional affiliations). **(Limit your response to no more than 250 words):**

Nominee's agreement to accept the IACET Board of Directors and Officer responsibilities:

I, the undersigned, hereby declare my willingness to:

- Attend spring and fall Board meetings
- Attend spring and fall Board meetings and any special meetings required throughout the term.
- Act as chief presiding officer of the association and preside at all meetings of the Board of Directors and Executive Committee.
- Attend all committee and task force meetings as advisor.
- Attend all Council meetings as advisor.
- Appoint all committee chairs, ex-officio members of the Commission, Council and other workgroups.
- Help implement the IACET vision and mission through oversight of the CEO's implementation of the policies and activities established by the Board.
- Perform other duties as may be required to promote the activities of the Association.
- Pay travel expenses for Board meetings and other required activities that exceed the authorized allowance for Board members.
- Avoid any conflict of interest.

Signature:

Date:

Send the completed form electronically to tnaughton@iacet.org

by **Wednesday, June 7 at 5:00 PM ET**

Call IACET at 703-234-4097 if you have questions.

This information constitutes a biographical sketch to be used with the election ballot.

Submission of this form does not guarantee nomination.

Candidates will be notified by August if they have been nominated.