FEDERALLY EMPLOYED WOMEN
NATIONAL BOARD OF DIRECTORS
2022-2024

Nomination Procedures, Checklist, and Form

Email your completed Nomination Packet to Nominations@few.org by 5:00 p.m. EST on April 2, 2022

- ☐ The Nomination Form consists of a 3-page document and must be completed. Use the correct Nominations Form for the desired position.
- ☐ Nomination Packet and all pages ***must*** be in Microsoft Word 2016 or later, 10-point, Times New Roman font.
- ☐ Nominee ***must*** write an essay to explain their reason for seeking the position, and their vision and goals for the Office, if elected. ***Essay must not exceed 300 words***.
- ☐ Nominee ***must*** get a signed endorsement from their Chapter President *and* Regional Manager**.**
- ☐ Nominee ***must*** review Federally Employed Women Corporate Conduct and Standards Form(National Policy and Procedures Manual (NPPM) Section II – Organization and Responsibilities Appendix – Form B-1).
- ☐ Be sure to check the appropriate blocks to indicate your possession of skills, knowledge, abilities, and/or experience.
- ☐ Your Campaign flyer and BIO ***must*** be included with the Nomination Form.
- ☐ Photographs can be included but ***must*** be submitted in a .JPG format.
- ☐ Copies of awards, certificates, resumes, etc., ***should not*** be included with any Nomination Form.
- ☐ Nominee ***must*** sign the Statement section at the bottom of the Nomination Form, certifying its contents and agreeing to fulfill the duties and responsibilities of the position for which they may be nominated.
- ☐ Upon completion of the Nomination Form and all additional items are secured, the Nominee ***must*** scan all pages of the Nomination Packet into one (1) document. The order of the Nomination Packet pages is:
    - NBOD Nominations Form
    - Endorsement from Chapter President and Regional Manager
    - Essay supporting you to seek this position
    - Campaign Flyer
    - Personal Bio

Contact the Nominations Chair if you have any questions about the Nominations process.
Please carefully review your Nomination Packet prior to submission.
Good Luck!

NATIONAL VICE PRESIDENT FOR POLICY & PLANNING

Candidate's Name _____

Occupational Title _____

Agency _____

Region & Chapter _____

Personal Email Address _____

Check the boxes below for those skills which you currently possess.

Desired Skills of All National Officers

- ☐ Experience at the Chapter and/or Regional levels and you have held *more than* one (1) office
- ☐ Demonstrate leadership at work and/or in FEW
- ☐ Creativeness, inclusiveness, availability, involvement, responsiveness, and flexibility

Ability to
- ☐ Plan and organize a project
- ☐ Use time management practices
- ☐ Stay focused and set priorities
- ☐ Take responsibility for decisions made
- ☐ Complete a project in a timely manner

- ☐ Communicate effectively and efficiently both orally and in writing; be proficient in using personal computer, including Microsoft Office (Word, Excel, PowerPoint, and Outlook), Adobe, and Zoom
- ☐ Work effectively with a group of diverse people to accomplish all tasks as a team
- ☐ Availability during non-duty hours for frequently required FEW business activities (up to 20 or more, hours per week). This includes facilitating Zoom National Board of Directors meetings and/or on-site functions that increase the visibility of FEW and benefit our members
- ☐ Flexibility in your work schedule which allows you to participate in occasional FEW activities during your duty hours
- ☐ Willingness to travel to meetings (if required), sometimes at your own expense
- ☐ In-depth knowledge of FEW, which includes its History, Mission, Chapter/Regional Requirements, etc.

Desired Skills of the National Vice President for Policy and Planning

- ☐ Ability to see the "big picture" and to keep track of details
- ☐ Ability to read, interpret, advise and enforce existing operating policies, procedures, and guidelines.
- ☐ Ability to forecast changes that may be needed in policies and/or procedures
- ☐ Ability to address activities that do not follow established policy and procedures
- ☐ Ability to identify situations in existing policy that may be counterproductive to current operations or trends
- ☐ Ability to develop/write policy/procedures from simple motions
- ☐ Knowledge of the concepts of strategic planning
- ☐ Ability to review and recommend action to the NBOD on internal organizational policy
- ☐ Ability to produce the Annual Report to be a meaningful document to meet legal requirements and to promote the organization in a positive way

Home Address _____

_____

Home Phone _____

Work Phone _____ **Fax** _____

Work Email _____

Other Skills/Experience not addressed on page 2:

_____

Please write your reason for seeking this position (plus) your Vision/Goals for this office, if elected. You may also include additional information about your Knowledge, Skills, and Abilities.
(MUST NOT EXCEED 300 WORDS)

_____

_____

Nominee's Signature & Date

Your Signature indicates that all information on this Nomination Form is true and accurate, and that you are making a pledge to support FEW and the duties of this position, if elected.

We concur that this Nominee has the skills to perform the duties of this office:
Note: If you are the Chapter President or Regional Manager, please have your Vice President or Assistant Regional Manager sign.

_____ _____

Chapter President's Name ***Signature & Date***

_____ _____

Regional Manager's Name ***Signature & Date***