



# FEDERALLY EMPLOYED WOMEN NATIONAL BOARD OF DIRECTORS 2024-2026

## *Nomination Procedures, Checklist, and Form*

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Email your completed Nomination Packet to [Nominations@few.org](mailto:Nominations@few.org) by 5:00 p.m. ET on May 27, 2024

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- The Nomination Form consists of a 2-page document and must be completed. Use the correct Nomination 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 Packet.
- Photograph **must** be included and submitted in a .JPG format with the Nomination Packet.
- 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 order of the Nomination Packet is:
  - Nomination Form
  - Professional Bio
  - Campaign Flyer
  - Photograph
  - \* Separate file for each is acceptable

***Contact the Nominations Officer if you have any questions about the Nominations process.***

***Please carefully review your Nomination Packet prior to submission.***

***Good Luck!***



**NATIONAL SECRETARY**

**Candidate's Name** \_\_\_\_\_

**Occupational Title** \_\_\_\_\_

**Agency / Company** \_\_\_\_\_

**Region & Chapter** \_\_\_\_\_

**Personal Email Address and Phone** \_\_\_\_\_

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

**Eligibility of All National Officers**

- All National Officers for this organization shall be current or retired employees of the federal government or the District of Columbia and members in good standing for at least the past three (3) consecutive years and remain current for the term of office
- Held an elected or appointed office at the Chapter, Regional, or National level for at least one (1) term

**Desired Skills of All National Officers**

- 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 attending Zoom 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 Secretary**

- Familiarity with Roberts Rules of Order regarding record keeping, meeting minutes, etc.
- Demonstrated two years of meeting minutes taking experience
- Attention to detail and ability to adhere to deadlines
- Good grammar and computer/word processing skills
- Promptness in finalizing and distributing minutes and other organizational documents



*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)*

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*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.*

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*Chapter President's Name*

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*Signature & Date*

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*Regional Manager's Name*

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*Signature & Date*