



FEDERALLY EMPLOYED WOMEN NATIONAL BOARD OF DIRECTORS 2024-2026

Nomination Procedures, Checklist, and Form

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

- 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 VICE PRESIDENT FOR POLICY & PLANNING

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 facilitating 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 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 National Board of Directors 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



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