



## Elections Process Document: Officer Application Form

Please fill out the Board of Director's Application Form and submit prior to the deadline. Please note this application must be filled out in its entirety for it to be accepted. You should submit this application via email ([election@naaapchicago.org](mailto:election@naaapchicago.org)). After submitting you should receive an automatic response indicating receipt of email, otherwise please resubmit or contact [secretary@naaapchicago.org](mailto:secretary@naaapchicago.org). Afterwards, an interview will be set up.

**Application Checklist:** (please check off as appropriate)

- Reviewed relevant documents outlined in Election Process Document
- Completed and signed application
- Resume
- 2 Endorsements
- Personal Statements
- Marked off days for possible Interviews and election

### 1) PERSONAL INFORMATION

Full Legal Name \_\_\_\_\_ Nickname \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Gender\* \_\_\_\_\_

Ethnicity\* \_\_\_\_\_ Generation\* (Immigrant=1st) \_\_\_\_\_

(\* for demographic and diversity purposes only)

### 2) EDUCATION & OCCUPATION (Only if not on resume)

Highest Degree Attained: \_\_\_\_\_ Year Finished \_\_\_\_\_

School: \_\_\_\_\_ Major or Specialization: \_\_\_\_\_

Employer \_\_\_\_\_

Industry \_\_\_\_\_ Title \_\_\_\_\_

### 3) NAAAP INVOLVEMENT

#### a) Membership

Membership in good standing: Yes \_\_\_\_\_ No \_\_\_\_\_

Membership since: \_\_\_\_\_

- Membership with previous/other chapters: Yes \_\_\_\_\_ No \_\_\_\_\_
- If yes, which chapters: \_\_\_\_\_

#### b) Involvement



Approximate number of events attended in current year: \_\_\_\_\_

Would you be able to attend the election event? Yes \_\_\_\_\_ No \_\_\_\_\_

**c) Leadership**

Have you served in a leadership position with a local NAAAP chapter/venture or with NAAAP National?  
This includes committee, Board, Administration, etc.

Title	Years	Chapter/Level
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list significant accomplishments within any of these roles. Whenever possible please use quantifiable outcomes and outputs.

_____
_____
_____
_____
_____

**d) Good Standing**

If applicable, please indicate your rating on your latest Mid-Year review or Final review from NAAAP

Chicago: (please attach copy)

_____
_____

For any NAAAP leadership position, did you complete the full term? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please explain: \_\_\_\_\_

_____
_____



Please note that a formal removal from a Board of Directors or Officer position prohibits candidacy.

#### **4) OFFICER POSITION OF INTEREST**

##### **a) Position**

Please indicate the position you are interested in below. Please note for Sr. Officer positions (President, EVP, and VP, you must have served on a NAAAP Board of Directors at some time previously.) Please rank 1-3 all positions you may consider running for by preference, although you may only serve in one role if elected:

\_\_\_\_\_ President

\_\_\_\_\_ Vice President: (please select ones interested in)

\_\_\_\_\_ VP of Strategic Development

\_\_\_\_\_ VP Operations

\_\_\_\_\_ Treasurer (Please note Assistant Treasurer role is an appointed position)

\_\_\_\_\_ Secretary (Please note Assistant Secretary role is an appointed position)

Based on the preferences indicated, if you were selected for your top choice would you be willing to run for one of your other preferences? Yes \_\_\_\_\_ No \_\_\_\_\_

During the officer elections, you can consider running for more than one position, but can only accept one position. Are you considering this? Yes \_\_\_\_\_ No \_\_\_\_\_

##### **b) Term length**

Term length interested in:

\_\_\_\_\_ 1 Year

\_\_\_\_\_ 2 Year (Those who can commit to 2 years will be given preference.)

\_\_\_\_\_ Uncertain. Reason: \_\_\_\_\_

##### **c) Availability:**

Can you commit on average 5 – 10 hours a week: Yes \_\_\_\_\_ No \_\_\_\_\_

Can you commit to attending monthly board meetings: Yes \_\_\_\_\_ No \_\_\_\_\_



Please list other activities of significant time you are currently committed to and the amount of time you spend a week on that activity:

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### 5) ENDORSEMENTS

Please note that for candidacy for an Officer position, you must get 2 endorsements from current or past NAAAP Chicago Board Members, Officers, or Senior Advisory Council members.

1. Name: \_\_\_\_\_ Highest Title with NAAAP Chicago \_\_\_\_\_

Last year served: \_\_\_\_\_ Email or Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Highest Title with NAAAP Chicago \_\_\_\_\_

Last year served: \_\_\_\_\_ Email or Phone: \_\_\_\_\_

### 6) SUPPORTING DOCUMENTS & PERSONAL STATEMENTS

1. Please attach an update resume
2. Letter of recommendation (Optional)
3. Please attach most current Mid-Year review (if applicable)
4. Please answer the following 3 questions. Please note there is a 200 word limit for each question.
  - a. What does NAAAP's Vision mean and how does it connect with you?
  - b. What innovation, change, or value creation would you like to bring to NAAAP Chicago?
  - c. Describe 2 most significant impacts you have made within NAAAP Chicago (for former Officers/Board Members) or in another organization you are involved with (for people new to NAAAP Chicago leadership).

### 7) SIGNATURE

**I certify that the information provided above is accurate to the best of my knowledge. I give permission to NAAAP Chicago to share this information for the purposes of recruitment and public relations. Failure to report or any misinformation will result in the removal of the candidacy process.**

Applicant Signature<sup>1</sup> \_\_\_\_\_ Date \_\_\_\_\_

(<sup>1</sup>: If submitting electronically please type name)