**M E M O**

To: IBOD Nominee Applicant

From: Janell Mason, Corporate Secretary

Re: Nominee Application and Good Standing Statement

Following is the International Board of Directors Potential Nominee Application. If you are interested in submitting your name for consideration for election to the International Board of Directors, please complete the application and good standing statement and return them to me at international headquarters.

Please note when submitting the application that you are granting permission for Sweet Adelines International and its designated representatives to contact the references listed as well as members of the International Board, regional leaders, and faculty in your region. By submitting the release, you are giving the individuals contacted permission to respond to requests for references.

Before returning the forms to me at international headquarters, be sure your application includes the good standing statement with the required two signatures of officers from your chapter.

**The IDEAL International Board of Directors Nominee**

**Characteristics:**

* + - * Thorough understanding of and commitment to the mission and vision of Sweet Adelines International to define and pursue goals and to carry out the aims of the international organization
      * The ability to think strategically, analytically, critically, creatively and with vision for the future
      * The ability to effectively express thoughts and the reasons for them, via both verbal and written communication
      * The ability to work well with others as a member of a collaborative group with decision-making authority
      * The ability to adapt to changing circumstances and needs
      * The ability to interact respectfully with a variety of personality types and ideologies
      * The ability to encourage, coach and mentor others to foster leadership development within Sweet Adelines

**Experience and requirements:**

* + - * Working knowledge of Sweet Adelines bylaws, policy and working practices, related to both governance and the mission of Sweet Adelines International
      * Experience in Sweet Adelines International as a chapter officer, and regional or International officer, committee/task force chair or member
      * An understanding of the fiduciary duties of loyalty, care and obedience to the mission and policies of Sweet Adelines International
      * Computer skills, with ability to communicate electronically
      * Vision and long-range planning experience
      * Availability to travel and attend the three annual meetings of the International Board of Directors
      * Will support and nurture the culture of philanthropy in Sweet Adelines International

**Additional interview/reference items:**

* + - * Possession of earned respect of other key stakeholder group members (for example, International Board of Directors, Regional Leaders, committee/task force chairs, etc.)
      * Demonstrates an understanding of governance vs. management
      * Earned reputation for emotional maturity, personal integrity, confidentiality and honesty

If you have questions about the characteristics, experience and requirements and additional interview/reference items, please contact a member of the International Board of Directors.

***IMPORTANT***

**INSTRUCTIONS TO POTENTIAL NOMINEES**

Each potential nominee should review *Chapter Guide* Section XI, pages 1-3 before submitting their name to International Headquarters. Members of the International Board of Directors may not serve as an elected or appointed member of a Regional Management Team (RMT) and resignation from the RMT must occur within 30 days of the beginning of the Board term (see Corporate Bylaws, Article VI, Section 6). If, after submitting their application, a potential nominee finds they will not be able to serve if nominated and elected, they should notify Corporate Secretary Janell Mason at international headquarters immediately.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Potential Nominee Application Questions** | | | | | **Enter Answers In This Column** |
| Name: | | | | |  |
| Chapter: | | | | |  |
| Region: | | | | |  |
| Email address: | | | | |  |
| Preferred phone number for contact: | | | | |  |
| Best day of the week & time of day to contact you via phone: | | | | |  |
| Time Zone (e.g. Central, Western European, Australia Eastern, etc.): | | | | |  |
| How many years have you been in the organization? | | | | |  |
| Education (High School, Secondary School, College Degree, Major?): | | | | |  |
| Other Specialized Training: | | | | |  |
| Current and Past Occupations: | | | | |  |
| List **five** significant leadership roles you have held in Sweet Adelines International: | | | | 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **Please answer each of the following five questions in 50 words or less. The unedited answers you provide will be published to all members. Answers exceeding 50 words in length may be edited.** | | | | | |
| How do you feel you can contribute to Sweet Adelines International as a member of the International Board of Directors? | | |  | | |
| What specific skills, ideas, talents, etc., would you bring to the International Board? | | |  | | |
| What is your vision for the International organization? | | |  | | |
| What should be the priorities for the international organization over the next five to 10 years? | | |  | | |
| Describe what you think Sweet Adelines International will be like 25 years from now. | | |  | | |
| **Check areas of Sweet Adelines International in which you have experience:** | | | | | |
| Chorus Director | | |  | | |
| Regional Management Team | | |  | | |
| Judge (in which Category?) | | |  | | |
| Chorus Musical Staff | | |  | | |
| Regional Officer | | |  | | |
| Quartet Member | | |  | | |
| Chorus Administration | | |  | | |
| International Faculty | | |  | | |
| Regional Administration | | |  | | |
| International Committee(s) | | |  | | |
| Other (please specify) | | |  | | |
|  | | |  | | |
| **STATEMENT BY POTENTIAL NOMINEE**  By submitting this Potential Nominee Application, I hereby certify that I have been selected by my chapter or by a member of the International Nominating Subcommittee, as a potential nominee to the Board of Directors of Sweet Adelines International. In the event of nomination and subsequent election to the International Board, I agree to comply with the policy concerning required attendance at meetings of the International Board of Directors. I also agree to make a personal financial contribution to Sweet Adelines to nurture the Sweet Adelines International culture of philanthropy.  I have read the "General Qualifications of Suggested Nominees" (Section XI, Pages 1-3, *Chapter Guide*), and understand the obligations I must assume if I am elected to the international board.  I have attached the required portrait-style (head/chest), glossy photograph suitable for publication.  In addition, I have also submitted a list of five **NON-FAMILY,** **Sweet Adeline member** references. By submitting this application, I hereby grant permission for Sweet Adelines International and its designated representatives to contact the references listed, as well as members of the International Board of Directors, regional leaders, and International Faculty members in my region. | | | | | |
| Potential Nominee Applicant Name: | |  | | | |
| Date: | |  | | | |
| **Potential Nominee Applicant Photo (**portrait-style, suitable for publication)  Insert electronic version of photo here (e.g. JPEG or TIFF) if available. Please mail photo if eVersion is unavailable. | | | | | |
| **REFERENCES**  List five **NON-FAMILY** (for example but not limited to, spouse, partner, cohabiter, grandparent, parent, parent’s sibling, sibling, child, cousin, etc.), **Sweet Adeline member** references below: (Other leaders in your region may be contacted if they are not listed as references.) | | | | | |
| **Name** |  | | | | |
| Phone number |  | | | | |
| Email address |  | | | | |
| **Name** |  | | | | |
| Phone number |  | | | | |
| Email address |  | | | | |
| **Name** |  | | | | |
| Phone number |  | | | | |
| Email address |  | | | | |
| **Name** |  | | | | |
| Phone number |  | | | | |
| Email address |  | | | | |
| **Name** |  | | | | |
| Phone number |  | | | | |
| Email address |  | | | | |
|  |  | | | | |
| **RELEASE**  By submitting this release, I hereby grant permission to any and all individuals and organizations who provide information to Sweet Adelines International (or its staff) in good faith and without malice concerning my competence, ethics, character, and other qualifications, and I hereby consent to the release of such information. A photocopy of this release is as valid as the original. | | | | | |
| Potential Nominee Applicant Name: | |  | | | |
| Date: | |  | | | |

***This form must be received at International Headquarters by April 26, 2023. Send to:***

Corporate Services Department • corp\_secy@sweetadelines.com

Sweet Adelines International • 9110 South Toledo Avenue • Tulsa, OK, USA 74137

Phone 918-622-1444 Fax 918-388-8083

**GOOD STANDING STATEMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I hereby certify that (name of applicant): | | |  | | | |
| is a member in good standing in the (name of Chapter): | | | |  | | |
| Region # |  | | | | | |
| Signature of Chapter officer: | |  | | | Date: |  |
| Signature of Chapter officer | |  | | | Date: |  |

***This form must be received at International Headquarters by April 26, 2023. Send to:***

Corporate Services Department • corp\_secy@sweetadelines.com

Sweet Adelines International • 9110 South Toledo Avenue • Tulsa, OK, USA 74137

Phone 918-622-1444 Fax 918-388-8083