



APPLICATION FOR BOARD of DIRECTORS

CONFIDENTIAL

PLEASE RETURN COMPLETED FORM TO: nominations@ncbmp.org

Guidelines

1. Applicant must be a current member of NCBMP in good standing.
2. Applicant must have been a NCBMP member for at least three years.
3. Applicant must have actively participated in an NCBMP activity, i.e., moderator or workshop presenter at NCBMP conferences, served as student mentor or served on a committee or task force.
4. Applicant must be able to commit financial resources to attend board meetings. There are four (4) board meetings per year. Mandatory: must attend at least 75% of the Board meetings scheduled.
5. Applicant must be able to make an annual financial contribution to NCBMP of \$5,000. Alternatively, in-kind gifts will be accepted in lieu of the \$5,000. In-kind gifts must have a "fair value" equal to or greater than \$5,000.
6. Applicant's resume or CV must accompany NCBMP Application for Board Membership.
7. Applicant must provide at least two (2) of the following letters of recommendation:
 - 1) Professional*
 - 2) Current NCBMP Member*
 - 3) Personal*

* Excluding recommendations from current board members
8. Applicant must respond to all questions on this application whether he/she is a past, current or prospective board member. Failure to respond to all questions will stop the processing of your application.
9. Application must be complete and will be accepted on a rolling basis.

Board Member Responsibilities

NCBMP board members are trusted with individual responsibilities as part of board membership. The obligations of board service extend well beyond expectations of attending meetings, participation in fund-raising initiatives, and making monetary contributions. **Prospective and incumbent board members should commit themselves to:**

GENERAL EXPECTATIONS

- Know the organization's mission, purpose, goals, policies, programs, services, strengths and needs.
- Perform duties of board membership responsively and conform to the level of competence expected from board members as outlined in the duties of care, loyalty and obedience as they apply to nonprofit organizations.
- Suggest possible nominees to the board who are clearly persons of achievement and distinction and who can make significant contributions to the work of the board and the organization's progress.
- Avoid prejudiced judgments based on information received from individuals and urge those with grievances to follow established policies and procedures of the organization. (All matters of potential significance should be called to the attention of the board's executive committee (elected leader) as appropriate.)
- Follow trends in the organization's field of interest.
- Bring good will and a sense of humor to the board's deliberation.

MEETINGS

- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions, and speak for the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant, policy-related matters are addressed.

RELATIONSHIP WITH STAFF

- Counsel the chief executive as appropriate and support him or her through often difficult relationships with groups or individuals who are not in agreement with the organizations policies and procedures.
- Avoid asking for special favors of the staff, including requests for suites during conferences and board meetings, request for extensive information without at least prior consultation with executive committee, board or appropriate committee chairperson.

AVOIDING CONFLICTS

- Serve the organization rather than any special interest group or constituency. Avoid any preconception that represents anything but the organization's best interests.
- Avoid even the appearance of conflict of interest that might embarrass the board or the organization and disclose any possible conflicts to the board in a timely fashion.
- Never use the organization for personal endeavors.
- Maintain independence and objectivity and exhibit fairness, ethics, and personal integrity dictate, even when not obliged to do so by law, regulation or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.

FIDUCIARY RESPONSIBILITIES

- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.

FUNDRAISING

- Assist the sponsorship committee and staff by implementing fundraising strengths through personal influence with others (corporations, individuals, foundations).

Board Member Application

☐ Association Executive/Meeting Planner

☐ Independent Planner

☐ Supplier

Date:			
Name:		Title	
Company:			
Work Mailing Address:			
City:	State:	Zip Code:	
Work Phone:	Fax:		
Mobile Phone:			
Email:			
Home Mailing Address:			
City:	State:	Zip Code:	
Home Phone:			

Please list your current and most recent positions in the meeting planning/hospitality field.

Title/Position	Organization/Company	Dates	Website

What year did you become a member of NCBMP?

NCBMP Committee Service (Please list committee and dates served.):

Committee	Position	Dates

Professional Recognition (Awards, Speeches, Articles):

Please list your attendance at NCBMP conferences for the past five years:

Year	City	Attended / Did Not Attend

Other Professional Affiliations:

Civic or Community Activities:

Please give a brief synopsis as to your ability to commit the resources of your prospective organization to support your work on the board:

Please attach a brief (no more than one page) statement of how you feel your leadership qualifications and NCBMP experiences can benefit the organization:

Briefly describe your thoughts on how the NCBMP Board of Directors can ensure/create a pipeline for continuous qualified board leadership and what your contribution will be toward that effort:

Please describe your fundraising experience and how you will fulfill the financial/fundraising requirements of serving on the NCBMP Board of Directors.

Please provide a list of accomplishments that you would like to assist the Board in achieving.

CURRENT AND PAST BOARD MEMBERS ONLY

Please indicate all Board positions occupied during your last term.

Please indicate all projects or programs you led during your last term.

What committees did you serve on or serve as liaison to during your last term?

What did you do in your last term on the board that can be confirmed and quantified to elevate the NCBMP?

Please share your milestones or accomplishments as a previous NCBMP Board Member.

Why do you want to continue to serve on the NCBMP Board of Directors?

AGREEMENT AND SIGNATURE

If nominated and elected, I agree to actively serve on the Board of Directors, to be objective in my considerations of policy issues and to represent the best interest of the entire membership at all times. I have full support of my employer in regard to the duties and responsibilities of NCBMP.

I agree to attend and fully participate in all board meetings to the best of my ability; to exert my best efforts to attend the Annual Conferences; to faithfully discharge duties which may be assigned by the Board of Directors.

☐ I understand the responsibility of assisting the fund development committees and staff by implementing fundraising strengths through personal influence with others (corporations, individuals, foundations), must be complete and will be accepted on a rolling basis.

Name:		Date:	
Signature:			

TO BE COMPLETED BY THE TREASURER

Is Applicant Financially Solvent with NCBMP?	YES	NO
Membership Years:		

CHECKLIST

- ☐ Complete Application.
- ☐ Resume or CV
- ☐ Letters of Recommendation (Minimum of two (2), excluding recommendations from current board members).