



iaap

**2019-2020 IAAP Board of Directors
Candidate Application**

Submission Deadline: March 31, 2019
Applications received after this date will not be accepted

Indicate the IAAP Board position for which you would like to be considered:

- Chair-Elect
- Vice Chair
- Director-at-Large

Candidate Information

Name _____, **CAP** OM PM TA Other _____

Address _____

City/State/Province _____ ZIP/PC _____ Country _____

Email _____ Alt Email _____

Phone _____ Work _____ Cell _____

IAAP Join Date (mm/yyyy) _____

Self-appraisal:

As you complete the application, please review the [Nominations Guide](#) and consider the following questions/statements:

1. Why do I want to be elected as a leader of IAAP?
2. I am willing to dedicate the necessary time and adhere to deadlines to fulfill my commitment as a board member.
3. I can communicate effectively in both a public setting and in group discussion.
4. I can subordinate my personal biases to respond to the needs of the entire membership/organization.
5. I have been an IAAP member for at least the previous consecutive 3 years.
6. I currently have the IAAP Certified Administrative Professional (CAP) designation and agree to maintain it for the duration of my term.
7. Candidates for chair-elect must have served the three prior consecutive years as a director on the IAAP Board.
8. Candidates for vice chair must have served at least two consecutive years as a director on the IAAP Board.

I agree and/or meet the above guidelines

Candidates must meet all 12 areas of criteria as listed in the Nominations Guide. Those not eligible for candidacy are any member of the Governance and Leadership Committee, any current member of the Certification Administration Committee, or any current member of the Foundation of IAAP Board of Directors.

Statement of Interest:

Describe your reason(s) for seeking a position on the IAAP Board of Directors (in 300 words or less):



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Critical Competencies

Please answer each question below in 300 words or less

1. What experience do you have relating to strategic planning either with your employer, IAAP, or other organizations?

2. Describe the abilities and attributes that show you are a visionary and innovator who could assist IAAP to provide programs and services that advance the profession and association.



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3. Provide examples of your leadership experience and personal leadership style and how those could benefit IAAP and the future of the organization. What unique contribution would you bring to the Board?

4. How will you be a spokesperson and advocate for the association?

Demographic Information *(optional)**

Gender:

Male

Female

Age:

34 or under

35 – 45

46 – 55

56 – 65

Over 65

Ethnicity

African American/Black

Asian/Pacific Islander

Caucasian

Hispanic/Latino

Middle Eastern

Native American/Indian

Other

**Diversity Disclosure: The IAAP Board is responsible for setting the strategic direction of IAAP, which includes policy, fiscal, and governance. In order to ensure a strong, vibrant association relevant to supporting the administrative profession, and one that can effectively uphold IAAP's core purpose, it is imperative that a diverse board is in place to lead the organization. As part of the nominating process, board diversity is to be evaluated. In doing so, the following diversity criteria are to be taken into consideration: professional expertise, knowledge, abilities, and perspectives, as well as ethnicity, sex, and age of individuals on the board of directors.*



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Consent to Serve:

If elected, I am willing to serve and dedicate the time required to perform the necessary duties to the best of my ability. I understand that I am not to accept any other major IAAP responsibilities during my service as an IAAP board member. Also, if for any reason I am unable to participate actively in the assigned work, I understand I shall be expected to resign.

I understand that upon election, all IAAP Board Members are required to sign and adhere to the IAAP Confidentiality Agreement, IAAP Conflict of Interest Policy, IAAP Conflict of Interest Disclosure Statement, and IAAP Code of Business Conduct and Ethics.

I agree

Conflict of Interest:

I have read and understand the IAAP's Conflict of Interest Policy. I will include the completed Conflict of Interest Disclosure Statement with my application submission.

I agree

[Click here for IAAP's Conflict of Interest Policy](#)

[Click here for IAAP's Conflict of Interest Disclosure Statement](#)

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Email completed form to Allyson Berberich (Allyson.Berberich@iaap-hq.org)