

# WGFOA Board of Directors Application Guidelines

The application may be submitted electronically or mailed to ***the WGFOA Past President*** no later than 4pm on September 1. Any submissions after this time period will require nomination from the floor at the WGFOA Winter Conference during the Business Meeting.

A letter of support from your immediate supervisor/primary elected official is required. Submit this with your application to the WGFOA Past President by the deadline stated above.

Read the position descriptions contained on page 4 of this application and the WGFOA By-Laws to gain an understanding of what is involved. Also current or past Board members are available to answer questions about the position you are interested in.

## **Important Dates to Remember – before being elected**

**June 1st:** An email will be sent out to the membership regarding running for Board of Directors Positions

**June 1st:** Board of Director Application Packets are available for distribution. They can be obtained from the WGFOA website or contacting the WGFOA Past President.

**September 1st:** Board of Directors Application deadline to be submitted electronically or mailed to WGFOA Past President. Applications must be received by 4:00 pm and include a letter of support from your immediate supervisor/primary elected official.

**Thursday of WGFOA Winter Conference:** Nominations are taken from the floor of the WGFOA Business Meeting for all electable positions and are considered in addition to any nominations that were turned in to the Past President. If candidates did not meet the September submittal deadline, this is the opportunity to be nominated. A nomination, plus a second is required. If there is more than one candidate for each position, each candidate will be given two minutes to speak to the membership. If there is only one candidate per position, speeches are optional.

## **Important Dates if elected to the WGFOA Board of Directors**

**February WGFOA Board Retreat:** This is the date of the first meeting of the new Board of Directors and is required for all members of the board to attend. This meeting will take place on Friday and will be for most of the day depending on the agenda. Expenses for the Retreat are covered by the WGFOA and allow for a one night stay prior to the meeting and meals are provided. There are three additional board of directors meetings throughout the year, typically they take place the Wednesday late afternoon prior to the conference and it is expected that you attend as many meetings as you can.

# WGFOA Board of Directors Application

**This application must be submitted or mailed to the WGFOA Past President no later than 4pm on September 1st. Any submissions after this time period will require nomination from the floor at the WGFOA Winter Conference during the Business Meeting.**

Office you are running for (circle one):

**Member-at-Large or Associate Member**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Municipality: \_\_\_\_\_

Municipality Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**I understand the WGFOA Nominating Committee will verify that my municipality supports my nomination via a letter from my supervisor which is included in this packet.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Are you involved in other organizations outside WGFOA? Yes No**

*If yes, what organizations and for how long?*

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**Please answer the following questions and attach a separate piece of paper (if necessary)**

1. Explain why you're interested in serving on the WGFOA Board?
2. How many conference have you attended WGFOA conferences in the past 2 years?
3. Do you have any suggestions or ideas to look at in the next 2 years?
4. These positions will incur some travelling and you may be out of the office; do you have the support of your organization to be a member of the WGFOA Board?

**The following are short descriptions of the officer positions. You should also read the WGFOA Constitution and Policies & Procedures to gain a better understanding of what is involved. Also current or past Board members are available to answer questions about the position you are interested in.**

### **Member at Large - 2 Positions**

1. Encourage the advancement of members within the Association.
2. Assist with the conferences, obtaining speakers, working registration desk, other projects of the Board as assigned.
3. Promote WGFOA and GFOA to the members.
4. Attend meetings with or in place of WGFOA Officers as requested and report to Board.

### **Secretary**

1. Keep the minutes of all Board of Directors meetings and business meetings.
2. Distribute copies of the minutes to the Board of Directors members in a timely manner.
3. Transmit a draft of the minutes to the President and Vice President prior to each meeting.

### **Treasurer**

1. Oversee the financial records of the Association, including a list of revenues received and expenses paid.
2. Report to the Board of Directors and the membership in attendance at each Conference, giving a report of the Association's financial standing.
3. Assist with the annual filing of required reports.

### **Vice President**

1. The person elected to this seat will transition into Vice-President and then into the position of President after a 2 year term. This is very important because it will keep our organization moving forward on the goals that have been set.
2. This position coordinates the conferences, speakers, agendas with the UW-Green Bay Outreach staff. The VP will work closely with the current President and other Board members to follow through with the goals that have been established by the Board.
3. This will require a 6 year commitment to go through the succession cycle. VP (2-yr term), Pres (2-yr term), and Past President (2 year).