| **Date** | Click here to enter text. |
| --- | --- |
| **Name** | Click here to enter text. |
| **Phone** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Board Position Applied For** | Click here to enter text. |

*Please respond to the questions below. In responding to questions 1 to 3 below, please make note of your experience with IAWP. You may also include how you have demonstrated the skill sets listed here in your work with the other organizations.*

* *Effective communication*
* *Building a cohesive team*
* *Managing multiple projects*
* *Critical thinking*
1. **How have you demonstrated leadership skills on a board, committee, or workgroup during a difficult decision-making process?**

Click here to enter text.

1. **Based on the position you are applying for, answer the following:** (see full position descriptions below this list of questions)
* *President Elect:* Describe your most challenging leadership role and the qualities you demonstrated in meeting that challenge.
* *Director-At-Large:* Describe your experience in inspiring other chapter members to assist in accomplishing the goals of committees established by the Oregon Chapter or any other non-profit organization.

Click here to enter text.

1. **As a Board of Directors member, I would bring the following strengths, knowledge, and skills to IAWP Oregon Chapter:**

Click here to enter text.

*Please save this document as: LAST NAME and POSITION APPLIED FOR. Please do not send any additional attachments. Email this document by FRIDAY, FEBRUARY 15, 2019 to: Erika.E.Motzko@oregon.gov*

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**Position Descriptions:**

**3.0.2 PRESIDENT-ELECT:**

The Oregon Chapter President-Elect must be a full member and will serve for a period of one year and/or until a successor has been elected and qualified.

Duties of this office include, but are not limited to:

* Attend all Board meetings and Executive Committee meetings.
* Attend the State Educational Conference.
* Attend the International Educational Conference.
* Chairperson of the Membership Committee per Section 7.2.9 and Chairperson of the Nominations Committee per Section 7.2.10 of this Manual.
	+ Additional duties related to membership are found in Section 2 of this Manual.
	+ Additional duties related the elections are found in Section 4 of this Manual.
* In conjunction with the President and Secretary/Treasurer, develop a proposed budget for the following year that includes a probable financial statement and recommended budget.
* Present the proposed budget at the Spring Board meeting for approval.
* Select a location for the State Education Conference taking place during the following year.
* Select committee chairs for all standing committees for approval of the board at the Spring Board meeting for the following working year.
* Assist the President as required.
* Perform such duties as from time to time may be assigned by the President and the Board of Directors.

In the absence of the President or in the event of her/his inability or refusal to act, the President-Elect shall perform the duties of the President and, when so acting shall have all the powers and be subject to all the restrictions upon the President.

When inability to serve, resignation, death or other reason(s) cause a vacancy in the position of the President-Elect, the Board of Directors will fill the vacancy by appointment. The appointee will serve the balance of the current term for that position, with a new officer elected at the next annual election.

3.2 DIRECTORS-AT-LARGE

The Directors-at-Large will serve on the Board of Directors and represent the entire membership of the Oregon Chapter.

Duties of this office include, but are not limited to:

* Attend all Board meetings.
* Attend the State Educational Conference.
* Serve on committees in capacities as determined by the Chapter President, Executive Committee, and/or Board of Directors.
	+ Assign, manage, and document work of all committees assigned to Chair by the Chapter President.
	+ Report to the Board of Directors outcomes of any committees assigned to Chair by the Chapter President.
* Inspire other chapter members to assist in accomplishing the goals of committees established by the Chapter President, Executive Committee, and/or Board of Directors.
* Assist the President as required.
* Perform such duties as from time to time may be assigned by the President and the Board of Directors.

When inability to serve, resignation, death or other reason(s) cause a vacancy in the position of Director-at-Large the Board of Directors will fill the vacancy by appointment. The appointee will serve the balance of the current term for that position, with a new Director-at-Large elected at the next annual election.

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| **For Office Use Only** |
| **Element** | **NC #1** | **NC #2** | **NC #3** | **NC #4** | **NC #5** |
| *Effective communication* |  |  |  |  |  |
| *Building a cohesive team* |  |  |  |  |  |
| *Managing multiple projects*  |  |  |  |  |  |
| *Critical thinking*  |  |  |  |  |  |
| *Experience* |  |  |  |  |  |