

MEMO

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 potential nominee's qualifications should include the following:

- The ability to think strategically, analytically, critically and creatively
- The ability to effectively express thoughts and the reasons for them, via both verbal and written communication
- Positive, objective attitude
- The ability to work well on her own and with others as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience to the mission and policies of Sweet Adelines International
- Good listening skills
- Knowledge of and ability to use available resources
- Computer skills, with ability to communicate electronically
- 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 the difference between "oversight" and "supervision"
- Vision and long-range planning experience
- Ability to adapt easily to different environments
- Ability to relate to and interact with a variety of personality types
- Earned reputation for emotional maturity, personal integrity, confidentiality and honesty
- Training and experience in a field which could be of value to the International Board
- Experience in Sweet Adelines International as a chapter, regional or International officer, committee/task force chair or member
- A demonstrated understanding of Sweet Adelines bylaws, policy and working practices, related to both governance and the mission of Sweet Adelines International
- Thorough understanding of the mission and vision of Sweet Adelines International to define and pursue goals, and to carry out the aims of the international organization
- Will make a personal financial contribution to SA to nurture the culture of philanthropy
- Professional appearance and dress
- Availability to travel and attend the three annual meetings 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 her name to International Headquarters. If, after submitting her application, a potential nominee finds she will not be able to serve if nominated and elected, she should notify Corporate Secretary Janell Mason at international headquarters immediately.

**SWEET ADELINES INTERNATIONAL CORPORATION
INTERNATIONAL BOARD OF DIRECTORS
2019 POTENTIAL NOMINEE APPLICATION**

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, College Degree, Major?):	
Other Specialized Training:	
Current and Past Occupations:	
List five significant leadership roles you have held in Sweet Adelines International:	
Please answer each of the following five questions in <u>50 words or less</u>. Answers exceeding that length may be edited for publication.	
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?	

**SWEET ADELINES INTERNATIONAL CORPORATION
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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 Committee, 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:	

**SWEET ADELINES INTERNATIONAL CORPORATION
INTERNATIONAL BOARD OF DIRECTORS
2019 POTENTIAL NOMINEE APPLICATION**

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, grandmother, mother, sister, daughter, aunt, 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 May 1, 2019. 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

**SWEET ADELINES INTERNATIONAL CORPORATION
INTERNATIONAL BOARD OF DIRECTORS
2019 POTENTIAL NOMINEE APPLICATION
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:	

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