

MEMO

Date: February 2009
To: IBOD Nominee Application
From: Cammi MacKinlay, Nominating Committee Chair
Re: Nominee application and release forms



Attached 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 attached forms and return them to me at international headquarters.

Please note when signing 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 signing the release form, 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 required two signatures of officers from your chapter.

The IDEAL potential nominee should work well on her own and as a team member to define and pursue goals, and to carry out the aims of the international organization. Her qualifications should also include the following:

- Positive, objective attitude
- Good listening skills
- Critical and analytical thinking as well as imaginative and creative thinking
- Effective verbal and written communication skills
- Knowledge of and ability to use available resources
- Computer skills, with ability to communicate electronically
- Ability to adapt easily to different environments
- Ability to relate to a variety of personality types
- 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 chair or member
- Thorough understanding of the mission and goals of Sweet Adelines International
- Professional appearance and dress

IMPORTANT

INSTRUCTIONS TO POTENTIAL NOMINEES

Each potential nominee should review Section XII, pages 1-3 of the *Chapter Guide*, attached, 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 Anita Larsen at international headquarters immediately.

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

NAME _____ CHAPTER _____ REGION _____

EDUCATIONAL DATA

1. Are you a high school graduate? Yes No
2. Did you attend or are you currently attending college? Yes No
- Number of post-secondary years completed _____ Degree/Major _____
3. Other specialized training:
- _____
- _____
- _____

EMPLOYMENT DATA

1. Are you presently employed? Yes Full time Part time No
2. Current occupation: _____
3. Past occupations: _____

SWEET ADELINES INTERNATIONAL MEMBERSHIP DATA

How many years have you been in the organization? _____

List five significant leadership roles you have held in Sweet Adelines International:

1. _____
2. _____
3. _____
4. _____
5. _____

Check areas of Sweet Adelines International in which you have experience:

- | | | |
|--|---|--|
| <input type="checkbox"/> Chorus Director | <input type="checkbox"/> Regional Management Team | <input type="checkbox"/> Judge in _____ Category |
| <input type="checkbox"/> Chorus Musical Staff | <input type="checkbox"/> Regional Officer | <input type="checkbox"/> Quartet Member |
| <input type="checkbox"/> Chorus Administration | <input type="checkbox"/> International Faculty | <input type="checkbox"/> Other |
| <input type="checkbox"/> Regional Administration | <input type="checkbox"/> International Committee(s) | <input type="checkbox"/> Other |

Other: _____

**Please answer each question in 50 words or less.
Answers exceeding that length will be edited for publication.**

1. How do you feel you can contribute to Sweet Adelines International as a member of the International Board of Directors?

2. What specific skills, ideas, talents, etc., would you bring to the International Board?

3. What is your vision for the International organization?

4. What should be the priorities for the international organization over the next five to 10 years?

5. Describe what you think Sweet Adelines International will be like 25 years from now.

GOOD STANDING STATEMENT

I hereby certify that _____ is a member in good standing in the
_____ Chapter, Region # _____.

Signature of Chapter Officer

Signature of Chapter Officer

STATEMENT BY POTENTIAL NOMINEE

I hereby certify that I have been selected by _____ 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 have read the "General Qualifications of Suggested Nominees" (Section XII, Pages 1-2, *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 (attached) of five references.

(attach photo here)

Signature of Nominee

Address _____

City _____ State _____ Zip _____

Phone _____ (h) _____ (o)

REFERENCES

List five references below: (Other leaders in your region may be contacted if they are not listed as references.)

1. Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

2. Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

3. Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

4. Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

5. Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Note: By signing the 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.

An acknowledgment will be mailed to the potential nominee once the completed application is received at international headquarters.

Signature of Nominee

Address _____

City _____ State _____ Zip _____

Phone _____ (h) _____ (o) _____

This form must be received at International Headquarters by May 29, 2009. Mail to:

**Corporate Secretary
Sweet Adelines International
P. O. Box 470168
Tulsa, OK 74147-0168
Phone 918-622-1444 Fax 918-665-0894**

RELEASE FORM

By signing 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 form is as valid as the original.

(Signature of Applicant)

Date _____

This form, and the nominee application form, must be received by May 29, 2009. Mail to:

**Corporate Secretary
Sweet Adelines International
P. O. Box 470168
Tulsa, OK 74147-0168
Phone 918-622-1444 Fax 918-665-0894**