



APPLICATION FOR US WILPF SECTION NATIONAL BOARD

Deadline: September 18, 2016, Sunday, 11 pm in every time zone per email timestamp.

Email to nominations@wilpfus.org, along with all other required application materials.

- Please refer for details to the Election Application Packet Standards on the WILPF US website and/or inquire with the Nominating Committee to receive this document.
- Information is subject to change; inquiries are always welcome!
- US WILPF is a mission-driven membership organization.
- PLEASE NOTE: The information you provide on this form and in connection with your application is subject to sharing with the WILPF US membership. If you have concerns about sharing your personal contact information (phone, email, and address), please contact us for further information.

Position you are applying for: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phones (please specify which one(s) you prefer to be contacted through by circling yes or no)

Home: _____ Contact Here: Yes No

Work: _____ Contact Here: Yes No

Cell: _____ Contact Here: Yes No

Email: _____

Line of work/profession: _____

How long have you been in WILPF-US? (2-year minimum for board members) _____

In addition to the specific job duties of each board member, by submitting this application for board member, the applicant agrees to all the following (please check):

- To serve (or complete) a 3-year term, barring unforeseen circumstances.
- To attend via conference call and make an active contribution at all regular board meetings, plus attend one in person per year. (The in-person requirement is waived if the candidate can demonstrate a health reason that prevents him/her from doing so. In this case, the candidate must be present by phone or other call-in means for the meeting.)
- To develop a respectful working relationship with WILPF staff members.
- To make WILPF one's priority activist involvement during the board term.
- To participate in the deliberations on and passage of the annual budget and make subsequent decisions, as needed.
- To participate in discussions and take responsibility for making decisions on US WILPF issues, policies, and other board matters.
- To communicate WILPF policy decisions.
- To promote WILPF locally as opportunities arise through one's professional, personal, and social networks.
- To be collectively responsible, with the full board, for the fiscal health of the organization and to work toward a goal of raising **\$500 per year** per board member, with the assistance of trainings, staff, and other board members.
- To commit to working as a team, following the democratic arts of conflict resolution, facilitation, collaboration, and delegation.
- To be cognizant of integrating fundraising, membership building, and program in all of WILPF's work.
- To have access to email and be willing to communicate with this and other technologies.
- When needed and with help from committee members or others, provide articles relevant to work area for *Peace and Freedom* magazine and/or for e-news.
- Conduct an annual committee (or work-area) evaluation of effectiveness (optional).
- Serve on ad hoc committees (optional).
- To carry out the specific duties of one's office on the board, according to one's job description.

For each of these application questions, please use 1-2 paragraphs to answer. *The content of this page will be posted on the WILPF US website.*

1. US WILPF is a mission-driven membership organization. What does that mean to you?
2. Please describe your involvement in WILPF, including a brief summary of work at the level of branch, national, and/or international:
3. Why are you interested in filling this position?
4. Please describe your other non-WILPF work or involvement that you believe helps qualify you for this position:
5. What skills can you offer in this position?

"Signed" (By submitting this application from the email address above that you present as yours, this application will be considered as "signed" by applicant.)

"Signed" Name: _____

Date: _____



WILPF Elections: Candidate Application Process & Standards

Deadline for *all contents* of Application Packet: Sunday, **September 18, 2016**, 11 pm your time zone, per email time stamp.

*Early submission of application documents **greatly** appreciated!*

Email all materials to: nominations@wilpfus.org

Application Packet Checklist for WILPF Board Candidates

- Application Form, partly **for online**
- Two Candidate Statements
 - long (for **online**)
 - short (for paper **ballot packet**)
- Activist Biography **AND/OR** Resume -- **for online** (personal information, such as phone number and address, if it is included, will be edited out of the online version.)
- Listing of the "titles" of seven personal leadership successes -- **for online** and **in the paper ballot packet**, along with the short candidate's statement
- Two Letters of Recommendation for consideration/qualifications **for online**
- ✓ In order for your application to be considered you must be a WILPF member in good standing (dues-paying, Life Member, or pledger) for at least two years (24 months).
If you are unsure of your status, call the National Office (617) 266-0999.
- ✓ Candidates are required to participate in a Member-Candidate Meet and Greet on **October 22, 1 pm Eastern Time, 4 pm Pacific Time**. Stay tuned for questions to prepare answers for.
- ✓ Please see below for specifics on content and Formatting and Qualification Standards.

General Standards

- ✓ All documents must use a font size of 12 and be single spaced.
- ✓ All documents submitted must be one of these accepted document types: .rfg, .doc, .rtf, .odt, or .docx
- ✓ All application materials must be submitted as separate documents before or on the deadline. *If at all possible, they should all, or mostly all, be submitted at **one time**.*

Nomination Form Standards

The Nomination Forms is an optional document, used to suggest someone *else* for candidacy. It is *not* a part of what a candidate must include in the Application Packet.

The Nomination Form must...

- ✓ Be labeled (saved as) "Last Name_Nomination Form" (the name being the nominee's)
- ✓ Be emailed to nominations@wilpfus.org by 11 pm your time, Sunday, **September 2, 2016.**

Application Standards

Applications must...

- ✓ Be filled out completely
- ✓ Be labeled "Last Name_Application"
- ✓ Be clear: The candidate's responses to the five numbered questions on the Application will be posted online.

Candidate Statement Standards

Candidate Statements must...

- ✓ Be in **two forms**:
 - One of 300 words maximum (short form) for inclusion in the paper ballot
 - A second version, for online, of up to 700 words (long form) If a candidate so chooses, the long form can be the same document as the short form.
- ✓ Focus on candidate's goals and objectives for the position sought
- ✓ Include --
 - Candidate's name exactly as it will appear on the ballot
 - Position campaigning for (for on the At Large Board Member positions, include length of term the candidate is running for: one term is the full three years, the other fills in the last two years of the term)
 - Approximate length of time in WILPF (if under three years, in months)
- ✓ Be in first person ("I")
- ✓ Be limited to describing oneself, without mentioning opponents by name or alluding to opponents. One may criticize positions and distinguish one's own position from other positions in general.
- ✓ Be in paragraph format (either with indentation or not indented, with one space between paragraphs)
- ✓ Use appropriate language
- ✓ Be labeled, "Last Name_Candidate Stmt_short" or "Last Name_Candidate Stmt_long"

Activist Biography Standards

Activist Biographies must...

- ✓ Include candidate's name exactly as it will appear on the ballot, position campaigning for and length of time in WILPF
- ✓ Be two pages maximum
- ✓ Focus on candidate's history/background of volunteer and activist work, especially related to the position applying for and especially past WILPF work
- ✓ Be labeled, "Last Name_Activist Bio"

Resume Standards

Resumes must...

- ✓ Be two pages maximum
- ✓ Be a professional, activist, or topical resume
- ✓ Use a standard resume format that you are comfortable using
- ✓ Be labeled, "Last Name_Resume"

Listing of Seven Personal Leadership Successes Standards

The Listing of Seven Personal Leadership Successes must...

- ✓ Include the "titles" of seven personal leadership successes. These "titles" would be the names of committees successfully chaired, projects the candidate has accomplished, or other titles/accomplishments (in WILPF or in other areas of life) qualifying the candidate.
- ✓ Be a maximum of 35 words
- ✓ Be labeled, "Last Name_Successes"

Letters of Recommendation Standards

Letters of Recommendation must...

- ✓ Be from two current WILPF members
- ✓ NOT be from family members of the candidate
- ✓ Be two pages maximum
- ✓ Be in paragraph format (either with indentation or unindented, with one space between paragraphs)
- ✓ Be labeled, "Last Name_Rec_Name" (in which the Last Name is of the candidate and the Name is the first or last name of the recommender)

Qualification Standards

These qualifications are in addition to WILPF US membership requirements and are standards for conduct to qualify for board service:

- ✓ Do not use the branch listserv or any other WILPF US listservs for any campaigning. This is prohibited.
- ✓ Be computer literate
- ✓ Attend regular board meetings via conference call, plus one per year (usually) in person. (The in-person requirement is waived if the candidate can demonstrate a health reason that prevents him/her from doing so. In this case, the candidate must be present by phone or other call-in means for the meeting. WILPF will not discriminate against any qualified candidates.)

*The first board meeting for newly elected members will be on **Tuesday, January 17.***

Successful candidates must plan to attend that meeting.

THANK YOU!



WILPF US, National Board Nomination Form

Nominator (Your Name): _____

Are you a current WILPF Member? _____

Nominee: _____

- 1.) Nominee's preferred phone and email contacts:
- 2.) Board position(s) for which you recommend this individual for consideration as a nominee:
- 3.) How do you know this individual and for how long?
- 4.) Please list three reasons why you are nominating this individual.
- 5.) What WILPF experiences/activism/background of this member makes you think of this person as a good fit for national service on the board? What talents, experiences, and skills do you believe this member will bring to the WILPF US section/board?
- 6.) As far as you know, is the nominee aware of your nomination of him/her?
Date: _____ Signature: _____

**Please return completed form to the Elections Subcommittee, WILPF US
Nominating Committee.**

Via email (**preferred**) at nominations@wilpfus.org

OR as a hard copy (letter) to:

Attn: Laura Dewey

1891 Lancaster

Grosse Pointe Woods, MI 48236

DEADLINE: September 2, 2016, 9 pm (your time)

Expect a response within one week! Please inquire if no one contacts you:
313-882-1596.

WILPF US Board Job Descriptions

From both the Bylaws and other input

Responsibilities for all positions

In addition to each position's specific job description (below), all board members have the following responsibilities:

- To serve a three-year term (or, when filling a board vacancy, the one or two remaining years of that term), barring unforeseen circumstances.
- To attend all of the multiple board meetings each year and make an active contribution at the meetings. Currently, meetings are held every other month on the third Tuesday, in the evenings.
- To develop a respectful working relationship with WILPF staff members.
- To make WILPF your priority activist involvement during their board term.
- To accept the fiscal responsibility of WILPF and participate in the deliberations and passage of the annual budget and make subsequent decisions as needed.
- To participate in discussions and take responsibility for making decisions on issues, policies and other board matters.
- To support and communicate WILPF policy decisions.
- To promote WILPF locally when other opportunities arise through professional, personal and social networks.
- To commit to working as a team, following the democratic arts of conflict resolution, facilitation and delegation.
- To be held accountable for individual actions and therefore keep excellent individual and group work records.
- To be cognizant of integrating fundraising, membership building and program in all of WILPF's work.
- To have access to e-mail and be willing to communicate with this technology.
- To carry out specific duties on the board, according to the particular job description.
- To be collectively responsible for the fiscal health of the organization. Each will work toward a goal of raising \$500/yr, with the assistance of trainings, development staff and other board members.

At-Large Board Member

(This position evolved as an entry/gateway experience to become more familiar with WILPF's Board methods and procedures, so the description is deliberately vague. The position offers opportunities to contribute in personal ways that reflect individual interests and strengths.)

- Participate, along with the other board members, in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.

- Serve as a member of appropriate ad hoc committees.
- Assist in board work based on interests and board needs.
- The description is intentionally non-specific. This board position is designed to attract younger and/or busier WILPF US members and give them the experience of board membership with a lower level of responsibility than other board positions. Additionally, the At-Large members are encouraged to volunteer for various board committees and tasks that arise in the course of their term. These are ideas on possible responsibilities:
 - Promote WILPF with intention
 - Respond to WILPF member inquiries
 - Support WILPF US operations and standing committee
 - Thank WILPF members and donors
 - Encourage and support WILPF member involvement and activism.

"There was absolutely no guide for me when I started.
 And that has been both freeing and a little worrisome.
 Mostly freeing, because I had a lot of projects I wanted to do, and did..."
An At-Large Board Member

Membership Development Committee Chair

Oversees the growth, sustainability and development of U.S. WILPF's membership and makes recommendations regarding actions to the Board, the Steering Committee and appropriate staff.

- Works with committee members, other Board members and staff to maintain ongoing contact with branches.
- Provides various avenues for involvement by WILPF US members in the Membership Development Committee.
- Initiates goal-setting for the Membership Development Committee, incorporating input from WILPF US members and tracking the MDC's progress in accomplishing the established goals.
- Encourages the Membership Development Committee to meet the goals of building leadership, recruiting new members, retaining members and building and supporting branches.
- Appoints Membership Development committee members (in addition to the At Large Board Members who may opt to join the committee) so as to seek to represent geographic diversity and a range of other facets of WILPF US members.
- Develops a relationship and works closely with staff on membership matters.
- Coordinates Membership Development Committee meetings/conference calls
- Serves on the Steering Committee, so participates on all Steering Committee conference calls.
- Designates one committee member to be an ombudsperson for addressing member concerns and complaints and another to serve as liaison to WILPF US at large members.

- When the WILPF US national congress includes a Leadership Institute, serves on the Leadership Institute Committee of the national congress or designates a Membership Development Committee member to do so.

Personnel Chair

- Oversees the Personnel Committee (comprised of the Personnel Chair, Operations Director, a representative appointed by staff and members appointed by the Board in consultation with staff members), which has responsibility for ensuring that all personnel policies are implemented, particularly in the areas of staff evaluations and career development
- Makes recommendations regarding personnel issues, including revisions of the personnel policies, as needed to either the Finance or Steering Committees.
- Is also a member of the Steering Committee, as well as other appropriate ad hoc committees.
- Serves as a liaison between the board and staff.
- Expedites communication between committee members.
- With the assistance of staff, chooses committee members from board and/or non-board members.
- Coordinates any information to be shared with other committees.
- Serves on the Steering Committee and participates on all Steering Committee conference calls.
- Provides a periodic written report of progress and concerns at board meetings.

Program Committee Chair

- Oversee and co-chair the Program Committee (consisting of themselves and representatives from each issue committee, other appointed committee members, plus relevant staff, including any Managing Director)
 - Oversee the integrity and effectiveness of WILPF's programmatic activities, including through fostering broad participation of the organization's members in these activities.
 - Serve as members of the Steering Committee, as well as other appropriate ad hoc committees. (One Program Committee Chair or other Program Committee member shall also serve on the National Congress Committee.)
 - Participate on all Steering Committee conference calls.
 - Serve as the board representatives of the national Program Committee and work supportively with the executive staff to nurture and advance WILPF's national and international program initiatives.
 - Convene monthly program meetings.
 - Conduct Program Committee evaluation once a year.
 - Share leadership in the operations and reporting of meetings and issue committee facilitation.
 - Participate in Issue Committee meetings.
 - Convene the mini-grant allocations and monitoring committees to determine mini-grant allocations and monitor them.

- Provide recommendations for WILPF participation for national coalitions or networks.
- Work with other standing committee chairs to integrate fundraising, membership development, and program.
- Participate, along with the other board members, in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.

Treasurer (Finance Committee Chair)

- Be the chief fiscal officer of the section.
- Chair the Finance Committee, serving as liaison with relevant staff members.
- Oversee and -- with the Finance Committee and staff -- prepare, draft, pass, and monitor the US Section budget.
- Develop Finance Committee meeting agendas.
- Share leadership in the operations and reporting of meetings.
- Report to the board in a timely fashion and periodically provide a written report of progress and concerns at board meetings.
- Oversee the integration of fundraising, membership building, and program in Finance Committee work.
- Serve as a member of the Steering, and Development Committees, as well as other appropriate ad hoc committees.
- Work with other standing committee chairs to integrate fundraising, membership development, and program.
- Monitor monthly financial reports as provided by the WILPF US bookkeeper or accountant.
- Participate on all Steering Committee conference calls.
- Write term-completion finance report.
- Conduct a Finance Committee evaluation once a year.
- Write annual Treasurer's letter to the membership.
- Present a written report to the national board on an annual basis and to the U.S. Section Congress in the year it meets.