**APPLICATION FOR US WILPF SECTION NATIONAL BOARD**

**Deadline: October 7, 2018,** Sunday, 11 pm in every time zone per email timestamp.

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

* Please refer to details in the Candidate Application Process & Standards below..
* 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/highlighting 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. Regular board meetings are currently scheduled on the third Tuesday of every other month, 8:30 Eastern/5:30 Pacific. (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.)
	+ If a member of the Steering Committee (SC), attend SC meetings every other month. The SC consists of all board members except At-Large and IB member.
	+ 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 fund-raising, 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 the 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Application Process & Standards

**Deadline** for *all contents of* Application Packet: Sunday, **October 7, 2018**, 11 pm your time zone, per email time stamp.

**Email all materials to:** nominatingcommittee@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, contact Chris Wilbeck,* *chris.wilpf@gmail.*com.

* Candidates are required to participate in a Member-Candidate Meet and Greet on **Wednesday,** **October 17, 9 pm Eastern Time, 6 pm Pacific Time**. Stay tuned for questions to prepare answers for.

**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, .docx, .rtf, .odt, or .pdf.
* 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 Form 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 nominatingcommittee@wilpfus.org by 11 pm your time, **Sunday, September 30, 2018.**

**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 (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 serves during the third and final year 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)
* 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. Example: Organized Peace Crafts Fair for 500 attendees
* Be a maximum of 35 words
* Be labeled, “Last Name\_Successes”

**Letters of Recommendation Standards (A nomination form submitted for the candidate may be used in place of one letter of recommendation)**

 Letters of Recommendation must…

* Be from two current WILPF members
* NOT be from family members of the candidate
* Be two pages maximum
* 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)

**Campaigning Policy**

The Nominating Committee recognizes that newer members and members not affiliated with a branch may not have access to e-mail address and listserves within WILPF. Allowing "campaigning" disadvantages those members. The following policy applies to the period of **September 1 through November 10, 2018,** the deadline for mailing ballots.

1. Candidates may not post to the large (20 or more recipients) listserves. Currently, these are the Branch and Program listserves and, possibly, some issue committee listserves.

2.  No one may use any WILPF US listserve or e-mail list to campaign for any candidate for any WILPF US position.

3.  Candidates who serve in leadership positions, including Board members and issue committee chairpersons, must refrain from having their names listed or included (as author, contact, or otherwise) in any eNews items.

As a board member, you would be committing to attend regular board meetings via conference call, plus one per year (usually) in person. The first board meeting for newly elected members will be on **Tuesday, January 15, 2019.**Successful candidates must plan to attend that meeting.

**THANK YOU FOR APPLYING TO BE A BOARD MEMBER!**

**WILPF US Board Job Descriptions**

**Responsibilities for all positions**

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

* + 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. Regular board meetings are currently scheduled on the third Tuesday of every other month, 8:30 Eastern/5:30 Pacific. (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.)
	+ If a member of the Steering Committee (SC), attend SC meetings every other month. The SC consists of all board members except At-Large and IB member.
	+ 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 fund-raising, 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 the 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.

**(Co-) President(s)**

- Shall be the administrative-executive officer(s)

- Shall see that decisions and policies set by the Board are implemented

- Shall appoint ad hoc committees and delegates to non-WILPF meetings in consultation with the Board Steering Committee (see VI A 1 and B)

- Shall consult with appropriate staff, US Section and International members in developing responses to urgent events

- Shall be an ex-officio member of all committees. - Stay in direct communication with the executive staff (and, if any, other co-president and work as partners) to assist the organization to grow in membership and financial security.- Oversee the process of implementing all board decisions and policies; prepare agendas for board meetings.- Review the budget and monitor finances with the executive staff and the board treasurer.- Draft necessary letters, write articles for *Peace and Freedom*, write other reports as needed.- Review requests from organizations requiring WILPF to sign on to letters and petitions in consultation with appropriate Steering Committee members- Chair and convene Steering Committee meetings and conference calls and prepare agendas.- Serve as ex-officio member of all committees and campaigns.- Apply knowledge of conflict resolution skills to use when conflicts arise and cannot be resolved between individuals.- Participate in collaboration meetings in order to keep communication open between the entities: US WILPF &International WILPF.- Stay in touch with membership through phone calls, e-mail and/or visits, when possible- Conduct much of WILPF business via e-mail.- Keep communication open between all board members and staff.- Oversee preparation of US section Triennial Congress.-Delegate any of the above responsibilities in order to build leadership- Provide periodic written reports at board meetings of progress and concerns.

**Development Chair**

- Oversees the Development Committee, which is responsible for ensuring the integrity and effectiveness of WILPF’s development activities, including fostering broad participation of the organization’s members in activities intended to expand WILPF’s financial resource and support base. - Is also a member of the Steering and Finance Committees, as well as other appropriate ad hoc committees.

- The Development Committee Chair or other Committee member is also a member of the National Congress Committee. - Initiates the setting of goals for the development committee, including short and long term fundraising plans, training and activities, donor cultivation and public relations.- Develops a relationship and works closely with Development staff.

- Liaison to the board between Development staff and the President(s).- Ensures that fundraising, membership developments and programs are integrated.- Keeps communications open between committee members.- Conducts annual committee evaluation once a year.- Serves on the Steering Committee, so participates on all Steering Committee conference calls.- Provides written report of progress and concerns as needed for board meetings.

**Program Chair**

- Oversee the Program Committee (consisting of themselves and representatives from each issue committee, other appointed committee members, plus relevant staff, Managing Director), which has responsibility for ensuring the integrity and effectiveness of WILPF’s programmatic activities, including fostering broad participation of the organization’s members in these activities. - Are also members of the Steering Committee, as well as other appropriate ad hoc committees. One Program Committee Chair or other Committee member is also a member of the National Congress Committee. - Serve as the board representatives of the WILPF National Program Committee), and work supportively with the executive staff to nurture and advance WILPF's national and international program initiatives. - With the executive staff, WILPF's Program Chairs are responsible for ensuring the integrity and effectiveness of WILPF’s programmatic activities, including fostering broad participation of the organization's members in these activities.- Convene monthly program meetings and reports. - Participate in Issue Committee meetings.

- Determine mini-grant allocations and monitor them. - Provide recommendations for national coalitions or networks for WILPF participation. - All members of the Steering Committee and a member of the Program Committee also serve on the National Congress committees.

- Along with the other board members, the Program Chairs participate in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.

**Personnel Chair**

- Oversees the Personnel Committee (comprised of the Personnel Chair, Operations Director, arepresentative 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.

**Nominating Committee Chair**

- Oversees the Nominating Committee, which secures nominations for delegates to the International Congress, for the International Board Member position, for elected board positions and for any other ad hoc positions that may arise. The goal is to encourage participation at the national and international level, and help expand our leadership circles. - Is also a member of the Steering committee, as well as other appropriate ad hoc committees.

- The Nominating Committee Chair or other Committee member is also a member of the National Congress Committee.

**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*