

**Board of Directors Interest Form**

*Thank you for your interest in serving the Washington Capital Area Chapter of ICEAA! The purpose of this form is to assist the Nominating Committee in selecting candidates to present to Chapter Members for the biannual election of Officers as well as identifying potential Committee Chairs and Members who will support the Board of Directors’ mission to serve the Chapter. To be eligible for a nomination, you must be*

* *a current Member of the ICEAA Washington Capital Area Chapter in good standing,*
* *full of ideas and enthusiasm for serving your local cost community, and*
* *able and willing to fulfill the obligations of your preferred position from October 1, 2023, to September 30, 2025.*

*This is strictly a volunteer function, which will entail a certain amount of unpaid work to be completed on your personal time. You will be expected to participate in the planning and execution of activities and projects for the Chapter. At a minimum, this will include attending monthly virtual meetings held by the Board of Directors, which will be scheduled at a time that suits the majority of attendees, as well as contributing to and appearing at events outside of work hours.*

*Please complete the three sections on the following pages in their entirety. Incomplete forms will not be accepted by the Nominating Committee for consideration. Submission of this form does not guarantee you will be nominated to serve on the Board of Directors in your preferred position, nor in any other capacity. All submissions are due to Mrs. Courtney Gray (*[*secretary@washingtoniceaa.com*](mailto:secretary@washingtoniceaa.com)*) by 5:00 p.m. on* ***Monday, July 24, 2023****.*

**SECTION I: CONTACT INFORMATION**

*Please provide the contact information requested below and, if applicable, the name of your reference.*

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| --- | --- | --- | --- | --- |
| Name: | *(Click here to enter your name.)* | | | |
| Employer: | *(Click here to enter your employer.)* | | | |
| Job Title: | *(Click here to enter your job title.)* | | | |
| Email Address: | *(Click here to enter your email address.)* | | | |
| Phone Number: | *(Click here to enter your phone number.)* | | | |
| Were you referred by a current Member of the Board of Directors? | | | Yes | No |
| If so, please provide the Member’s name: | | *(Click here to enter your reference’s name.)* | | |

**SECTION II: POSITION PREFERENCE**

*Please review the descriptions for elected offices and appointed positions below, indicating your preference by marking the adjacent box. You are welcome to select more than one position.*

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| --- | --- | --- | --- | --- |
| **Elected Offices** | | | | |
| *Officers may serve no more than two consecutive terms in the same position.* | | | | |
|  | President | | The President is the chief executive officer of the Chapter. The President shall preside at all business meetings of the Chapter and the Chapter Board of Directors and be responsible for administering the affairs of the Chapter, in accordance with the policies and regulations established by ICEAA and the Chapter Board of Directors. | |
|  | Vice President | | The Vice President shall act for the President whenever the President is unable to perform his or her duties. | |
|  | Secretary | | The Secretary is the corporate secretary and legal officer of the Chapter. The Secretary shall be responsible for membership services, arrange for audits and reviews of the Chapter’s accounts, keep minutes of all meetings of the Chapter and the Chapter Board of Directors, and conduct all official correspondence of the Chapter. | |
|  | Treasurer | | The Treasurer shall have charge of the funds of the Chapter and receive and disburse funds upon the authorization of the Chapter Board of Directors. The Treasurer shall report annually or more often, if requested. | |
| **Appointed Positions** | | | | |
| *For the various Committees listed below, you may specify whether you are interested in serving as the Chair or exclusively as a Member. If a position you believe would add value to the Chapter is not listed, you may propose a title and brief description of responsibilities. Please note that you must be willing to serve as the Chair of this new Committee if your proposed position is accepted.* | | | | |
| **Chair** | **Member** |  | | |
|  |  | Programs Committee | | The Programs Committee shall be responsible for coordinating events for Chapter Members to learn and gain exposure to all aspects of the cost estimating and analysis field. |
|  |  | Membership Committee | | The Membership Committee shall be responsible for maintaining and growing active Chapter membership. |
|  |  | Outreach Committee | | The Outreach Committee shall be responsible for promoting ICEAA, the Chapter, and the cost estimating and analysis field to new and existing organizations. |
|  |  | Service/Social Committee | | The Service/Social Committee shall be responsible for coordinating community service and social functions for Chapter Members. |
|  |  | IT Committee | | The Information Technology (IT) Committee shall be responsible for maintaining the Chapter website, email accounts, and other online services. |
| *Filled by Outgoing Chapter President* | | Past President | | The Past President shall be responsible for ensuring a smooth transition between the outgoing and incoming Officers and Chairs as well as serving in an advisory capacity to the Board of Directors. |
| *Filled by Proposer* | | Other *(Click here to enter a title.)* | | Other *(Click here to enter a brief description of responsibilities.)* |

**SECTION III: STATEMENT OF INTEREST**

*Please provide a statement of interest in the box below for the Nominating Committee’s consideration. It should be limited to* ***500 words or fewer*** *and written in the* ***third-person*** *point of view. (E.g., “Ms. Jane Doe has been an avid member of ICEAA for 10 years.”) You are advised to be as specific and realistic as possible in your statement while including the following details:*

* *relevant biographical information, such as your professional experience, accolades, education, other volunteer activities, etc.;*
* *reason for your interest in serving on the Chapter Board of Directors;*
* *objectives or initiatives you intend to pursue in your preferred position, which you believe will benefit the Chapter as well as the greater cost community; and*
* *skills, traits, or experiences you intend to use to help execute these objectives or initiatives.*

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| *(Click here to enter your statement of interest.)* |