

Caucasian/White

Asian or Pacific Islander

Hispanic

Other: _____

RESUME AND ACHIEVEMENTS IN MEETINGS INDUSTRY

Please attach an updated resume to include formal education, educational programs relating to the meetings industry, and work experience.

Also, as part of your resume, please indicate specific contributions to PCMA Capital Chapter, PCMA or other professional organizations, including such items as: leadership experience on the national and chapter levels, teaching experience, and honors and awards received. List dates where applicable.

RECENT PHOTO

Please include a recent photo along with your application material in .jpg or .gif format.

INDIVIDUAL COMMITMENT TO PCMA

1. Describe your current job profile, including current responsibilities, etc. as it pertains to the position(s) applying for (examples of some areas to highlight are strategic planning ,business and financial acumen, marketing and communications, global experience, governance, technology and innovation).
2. Why do you want to serve as a PCMA Capital Chapter Director or Officer and what strengths will you bring to the Board? Please describe how your leadership experience will benefit the chapter and the future of the organization.
3. What experience do you have relating to the strategic direction for your own organization or another non-profit Board on which you have served?
4. If you could only choose one answer, what would your strength be? Please explain why and how that strength would contribute to the board:
 - a. Strategic planning
 - b. Tactical implementation
5. As an organization, what do you believe are PCMA Capital Chapter`s most critical (please respond to both):
 - a. Challenges?
 - b. Opportunities?
6. Please outline an example of what you believe is a major issue today in the industry. What is your approach or suggestions for addressing the issue? What role do you see for the chapter in addressing the issue?
7. Are you currently serving a term or under consideration for a seat on any local, regional, or national industry organizations? Please list along with your role and duties.
8. Please provide details regarding your support to PCMA and the Capital Chapter:
 - Committee service to PCMA Headquarters in 2017 or in recent years? (please list positions and number of years served)

- Committee service to Capital Chapter in 2017 and past years? (please list positions and number of years served)
- How many and which type of Capital Chapter programs have you personally attended since August 1, 2016? (please list to the best of your knowledge)
- PCMA or Capital Chapter awards received?
- Speaker, moderator or facilitator for PCMA or Capital Chapter event(s)?

The following questions are for officer candidates only (President-Elect, Secretary and Treasurer):

9. How have you demonstrated your leadership capabilities during your service to the chapter?
Please provide specific examples
10. If elected into an Officer position, what would be your goals for the chapter be during your term?

REFERENCES

Please provide three (3) reference letters. No more than two (2) may be from one membership category (professional or supplier). Additional references will NOT be accepted.

Please ask your references for a brief statement as to ***why they recommend you for the specific officer or director position for which you are applying, and why they think you would be qualified and an asset to the chapter.***

OFFICER CANDIDATES

Note: Candidates for President-Elect, Secretary and Treasurer will be interviewed by phone by the Nominating Committee (on Monday, August 7, 2017).

IMPORTANT --- CONFIRMATION

You should receive a confirmation that your nomination materials have been received by the office of the PCMA Capital Chapter within 48 hours. **If you do not receive confirmation**, please contact the office to make sure they were received. Contact: pcmainfo@ascent-management.com, or 703-370-7436 (ask for Emily or Pam).



DIRECTOR AND OFFICER AGREEMENT

If nominated and elected, I will accept my appointment to the PCMA Capital Chapter Board of Directors and I agree to adhere to certain standards outlined below. I understand it is my responsibility to:

- ❖ Remain well informed about the work of the Board and its specific goals.
- ❖ Understand the role of PCMA and the Chapter: its members, mission, and services.
- ❖ Be thoughtful and objective in all deliberations.
- ❖ Make every effort to attend the Annual and Mid-year Board Retreats if elected to the Board of Directors.

As an Officer or Director I hereby Agree To:

- ❖ Represent the good of the profession versus any special interest, geographic or personal constituency.
- ❖ Attend and participate in Board meetings on a regular basis and board retreats. (Board members MUST attend a minimum of ¾ of the meetings in person or via conference call.) I understand that failure to consistently attend meetings may result in a request for my resignation, pursuant to a vote taken by the Capital Chapter Board of Directors.
- ❖ Demonstrate support for programs and activities of the chapter by attending them regularly.
- ❖ Abide by [PCMA Code of Ethics](#).

As an Officer or Director I hereby Agree Not To:

- ❖ Publicly utilize any chapter affiliation in the promotion of partisan politics, religious matters or positions on any issue not in conformity with the position of PCMA.
- ❖ Disclose any confidential information that is available solely as a result of my affiliation with the chapter and any confidential information, without expressed authorization of the Board.
- ❖ Operate in any manner that is contrary to the best interest of the Capital Chapter.

Signature

Date

Print Full Name

- My employer has been informed of my interest in serving and agrees that I may take appropriate time to do so if nominated and elected.

Positions I would like to be considered for:

- President-elect Treasurer Secretary Director (two-year term)

Please sign and return via email: pcmainfo@ascent-management.com (or fax: (703) 342-4311) by **by 5 pm ET on Thursday, July 20, 2017.**