

Sister Cities International's Board of Directors is elected by its voting members—local sister city organizations. The election includes both electronic voting from June 5th-July 14th, 2017 as well as in-person voting at the Annual Business Meeting on July 14<sup>th</sup>, held during Sister Cities International's Annual Conference. More information on the election as well as service on the Board of Directors can be found in the FAQ at the end of this application.

Seven (7) at-large Board positions will be filled by election during the Annual Business Meeting at the Annual Conference in Virginia Beach, VA on July 14<sup>th</sup>, 2017. All of the positions are for full three year terms (2017-2020). In addition, the Young Professional (Under 35 years old) and Youth (Under 21 years old) Board Members will be elected to 2-year terms (2017-2019).

Candidates seeking these positions must agree to all requirements listed in this application, including attendance at the Annual Conference and Business Meeting July 14-16, 2017 in Virginia Beach, VA. If elected, you must attend the three leadership meetings and commit to an annual Global Leadership Circle donation of \$2,500 for each year served as a director. Candidates must register for the Annual Conference prior to their candidacy being announced, although they may wait until the Elections Committee of the Board of Directors has certified their candidacy on April 27<sup>th</sup>.

It is the policy of Sister Cities International Board of Directors that each candidate applying for the above positions, including current directors running for second terms, **must submit their application materials and all supplemental information by 5:00pm ET on April 21<sup>st</sup>, 2017** to Shakarra McGuire, Membership Manager at [smcguire@sistercities.org](mailto:smcguire@sistercities.org). Applications received after this date will not be considered. The application materials to be submitted include:

- The application page, to be completed, signed, and scanned, and submitted as a PDF/.jpeg
- Three narrative answers to questions below, to be submitted in Word format. **All narrative answers will be reproduced in the candidate's profile on Sister Cities International's website and other election materials provided to voting members.** Please take note of all word count requests throughout the application. If an applicant exceeds the desired word count, Sister Cities International may edit your response to meet the requirements.
- Headshot/Photograph for use on election materials and ballot, submitted as .jpeg/.png
- Letter of support from an elected official or representative of local sister city program (Board Chair/President/Committee Head), submitted as .jpeg/.png/PDF (max size, 1MB) If you have questions about a recommender's eligibility please contact Adam Kaplan at [akaplan@sistercities.org](mailto:akaplan@sistercities.org).

All candidates will receive electronic confirmation of their applications within two days of receipt. If you do not receive confirmation within two days, please contact Adam Kaplan at 202-347-8634.

Please be sure to review the FAQ for Board applicants attached to the application, and available online at [www.sistercities.org/boardfaq](http://www.sistercities.org/boardfaq).

**Narrative Portion:** Please submit answers to the following in Word format with your application materials:

1. A brief biographical description, including relevant experience in your sister city program or other organizations (up to 250 words)
2. A statement of why you want to run for the Board of Directors (up to 200 words)
3. The major skills and assets that you will bring to the board (up to 75 words)



**This page to be printed, signed, scanned, and submitted with other application materials.**

Salutation \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company/Organization \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Day-time Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Local sister cities organization to which you belong (or nearest sister city member)

City \_\_\_\_\_ State \_\_\_\_\_

Address, phone numbers, and email address will be used exclusively by Sister Cities International staff and Board of Directors and will not be shared with members or other individuals without the express consent of the applicant.

I, \_\_\_\_\_, agree to the following:

- I commit to attend all four board meetings each year (two meetings at the Annual Conference, the Spring Leadership Meeting, and the Fall Leadership Meeting).
- I will register for and attend the Sister Cities International Annual Conference and Business Meeting in Washington, DC from July 13-15, 2017. I will register no later than May 12<sup>th</sup>, 2017.
- I will meet the individual board member financial commitment. It is the policy of the Board of Directors that each member of the Board of Directors shall contribute, or have contributed on their behalf, at least \$2,500 to the Global Leadership Circle for each year of their term of office.
- I have read the Board of Directors FAQ and have a copy of Sister Cities International's Bylaws and Board Policies.
- I understand that upon receipt of all of this information, it shall be deemed that consent is given to distribute any or all of the information to the members of the Corporation, general public, media and otherwise as may be related to candidacy or election to the Board of Directors, unless expressly stated otherwise.

I understand that failure to adhere to the above, or to submit all necessary application materials, may result in non-certification of my candidacy or my disqualification from Sister Cities International's 2016 Election.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_