



InfraGard National Capital Region Members Alliance Board of Directors Election Procedures

Per the Bylaws of the InfraGard National Capital Region Members Alliance (“InfraGardNCR”), as amended, each year approximately fifty percent (50%) of the seats on the InfraGardNCR Board of Directors are up for election. Newly elected Board Members will be qualified at the annual InfraGardNCR Board Retreat. The Board Members will serve a two (2) year term from the date of the first official in-person Board meeting until their successor is named and qualified. Board members are eligible for election for up to a total of three (3) terms or six (6) years.

Candidate nominations can be via self-nomination, Board member nomination, or from InfraGardNCR chapter members. Each nominee must be in good standing with InfraGard and InfraGardNCR and complete this nomination package to be considered for candidacy in the election.

All Nominations must be submitted to the InfraGardNCR Board by 6:00 pm EDT, Friday, 30 June 2023 (InfraGardNCR@gmail.com).

Included on the last page of the Nomination packet is a summary of desired Board member responsibilities and attributes that match the challenges facing InfraGard as we move forward. Board Members should expect to spend approximately five (5) to ten (10) hours per month serving on the board. To ensure that all potential Board Members understand the expectations and commitment level required in being a member of the InfraGardNCR Board of Directors, **Nominees must sign and return a commitment letter in the form attached as a requirement for being accepted as a nominee.**

The Nomination packet includes questions for each Nominee to answer regarding her/his understanding of InfraGard, and the professional experience and skills she/he offers to the InfraGardNCR community. **As part of the Nominations package, a copy of your *curriculum vitae* (i.e., *resume*) is required.** Each Nominee's responses to the questions and *curriculum vitae* will be made available to the InfraGardNCR membership prior to and during the election process to assist the membership in determining who to vote for.

Finally, each Nominee must sign and return with the Nomination packet the Conflict of Interest Disclosure Statement. This document certifies that no potential conflicts exist for a Nominee to hold a position on the InfraGardNCR Board of Directors. **The signed Conflict of Interest Disclosure Statement must be returned with the application as a condition of acceptance as a Nominee.**

All submissions will be reviewed by the InfraGardNCR Board to determine that each Nominee is eligible and that the submissions are complete. The list of Nominees, their responses to the four (4) questions, and their *curriculum vitae* will be distributed to the membership. Nominees who have completed their packet may be contacted to be interviewed by phone by a member of the InfraGardNCR Board.

SUBMISSION: This form must be completed and sent to the InfraGardNCR Board of Directors, by email at InfraGardNCR@gmail.com, by 6:00 pm EDT on Friday, 30 June 2023 for the Nominee to be included on the ballot.

2023 InfraGardNCR Board of Directors Nomination

To be completed by the candidate.

I, _____, respectfully, would like to nominate _____ as a candidate for election to the InfraGardNCR Board of Directors. The following nomination packet outlines my information, interests, and any potential conflicts of interest associated with becoming a member of the Board of Directors.

Nominee Name: _____

IMA: _____ InfraGardNCR _____

Title / IMA Position(s): _____ Director/ _____

Company: _____

Phone: _____

Email: _____

Nominated By: _____

IMA: _____ InfraGardNCR _____

Phone: _____

Email: _____

To be completed by the InfraGardNCR FBI Coordinator:

I confirm that the above-named Nominee, _____ is a member in good standing of InfraGard.

Signature of FBI InfraGard Coordinator: _____

Printed Name of FBI Coordinator: _____

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Questions About Your Service to InfraGard

To be completed by all Nominees

Nominee Name: _____

Nominee's IMA: _____ InfraGardNCR _____

Please limit your aggregate response to a total of 1,000 words. Responses which exceed 1,000 words will be truncated. Do not embed images or HTML links as responses will be reformatted in plain text for distribution. If needed, attach additional sheet(s).

1. Provide a short bio on your experience (1-2 paragraphs) and a link to your LinkedIn profile (if available).

2. Why are you interested in serving on the InfraGard National Capital Region Board of Directors?

3. Briefly describe a 'large scale' personal or professional initiative or program you have taken on in the past? How has that experience shaped you as a potential Board Member?

4. As a member of the board, how would you interact with our chapter's members to enhance InfraGard's mission?

5. What do you think is the biggest challenge facing InfraGard and how would you address this challenge?

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**InfraGard National Capital Region Members Alliance
2023 Board of Directors Nominee Commitment Agreement**

To be completed by all Nominees

Nominee Name: _____

Nominee IMA: InfraGardNCR _____

Nominee's Employer: _____

Nominee's Phone: _____

Nominee's E-mail: _____

I _____ understand and agree that:

- I am running for a two (2) year term starting from the date of the first official in-person Board meeting and pursuant to the InfraGardNCR Bylaws;
- Service on the InfraGardNCR Board of Directors involves a commitment of time (approximately five (5) to ten (10) hours per month);
- I have the scheduling flexibility required to travel to and attend Board meetings several times a year at various locations around the National Capital Region, participate in Board conference calls at least every other month, and am available to conduct InfraGard business during regular business hours; and
- InfraGard is a non-profit partnership and that Board Members cannot use InfraGard, affiliation with InfraGard, or their position on the INMA Board of Directors for financial gain or advertising purposes.

My signature hereunder indicates only that I acknowledge receipt of this document and at the time of signing believe that the information contained herein is true and accurate to the best of my knowledge. My signature does not constitute nor imply any further agreement to which I or my Company is a party.

Printed Name of Nominee:

Signature of Nominee:

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InfraGardNCR Board of Directors Conflict of Interest Disclosure

All Directors and Nominees must complete this form as required by InfraGardNCR Bylaws. In particular, this section requires:

- A. That in order to serve as a Director of the Corporation, the candidate must be an individual Member in good standing of InfraGard;
- B. That the Board may not include more than one person from any single corporation or family;
- C. That no one may serve on the INMA Board and as an IMA corporate officer, or voting delegate of an IMA concurrently; and
- D. Board Members and Nominees to the Board will disclose any and all professional, corporate or personal, contacts or relationships that may present a conflict of interest or otherwise might impede the member's ability to serve on the Board in an objective manner.¹

ACCORDINGLY, PLEASE ANSWER ALL OF THE QUESTIONS BELOW:

1. Are you out of compliance with criteria A-D as stated above? Y/N
2. Do you presently have a professional relationship¹ with any member of the InfraGardNCR Board? Y/N
3. Do you presently have a professional relationship with any member of the InfraGard National Members Alliance (INMA) Board? Y/N
4. Do you presently have a professional relationship with any employee of the FBI? Y/N
5. Do you presently have a professional relationship with any employee of any government partner of InfraGardNCR? Y/N
6. Are you presently employed by an entity that does significant business² with any InfraGard Members Alliance? Y/N
7. Are you presently employed by an entity that does any business with the INMA? Y/N
8. Are you presently employed by an entity that does significant business with the FBI? Y/N
9. Are you presently employed by an entity that does significant business with any government partners of the INMA? Y/N
10. Are you presently employed by, or have any economic interest in, an entity that might compete with the goals and objectives of the INMA, InfraGardNCR, or its government partners? Y/N

¹"...professional, corporate or personal, contacts or relationships" will be defined as: "relationships that result in a significant economic interest existing between the parties".

²Significant Business will be defined as: a business relationship where more than 10% of either entities revenue is directly dependent on the other.

11. Do you have any further conflicts to disclose in order to meet your obligation stated in criteria “D” that were not already covered by one of the previous questions? Y/N

Explain and clarify any "Y" (yes) answers to the above questions, indicating which question you are responding to. If needed, attach additional sheet(s).

I affirm, to the best of my ability, that the answers I have given are truthful and complete. Further, I understand that it is my responsibility to update this Disclosure Form if any of the information contained herein changes during my service on the InfraGardNCR Board of Directors.

Name: _____

Signed: _____

Dated: _____

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InfraGard National Capital Region Members Alliance Board of Directors Member Attributes

Desired attributes:

- Previous Board experience (Corporate, Academic or non-profit)
- Leadership experience
- Management experience
- Government relationships
- Corporate relationships
- Negotiation experience
- Superior organizational skills
- Excellent time management/efficiency
- Media/Public relations experience
- Effective public speaking skills
- Writing and editing skills
- Media training
- Trusted nationwide reputation

Responsibilities:

- Communicating with InfraGard members
- Working directly with government and private sector leaders
- Strategic planning
- Strategic implementation
- Organizational management
- Representation of InfraGardNCR nationwide to membership, government, and others as appropriate.
- Project management and execution

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