



## APPLICATION FOR WILPF, US SECTION, NATIONAL BOARD

**Deadline: Saturday, October 12, 11pm, your local time. Email to the full Nominating Committee: [nominatingcommittee@wilpfus.org](mailto:nominatingcommittee@wilpfus.org)**

- **IMPORTANT:** Refer to details in the Candidate Application Process & Standards below.
- WILPF US 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 circle/highlight yes or no to show which one(s) you prefer to be contacted with:

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 a member of WILPF US? (minimum of 24 months of continuous membership is required) \_\_\_\_\_

**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. WILPF US 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?

*Please be sure to review and “check or mark” each BOARD MEMBER’S COMMITMENTS and “sign” where indicated.*

#### **BOARD MEMBER’S COMMITMENTS, for CANDIDATES**

Being a board member requires a high level of dedication and commitment that extends beyond attending board meetings. The investment of time, talent, and treasure that each board member makes to our organization is deeply appreciated.

In addition to the specific job duties of each board member, by submitting this application for board membership the elected board member agrees to all these commitments. I agree to all the following:

- ☐ (1) To commit to working as a team following the democratic arts of conflict resolution, facilitation, collaboration, and delegation and to develop a respectful working relationship with all WILPF staff and board members.
- ☐ (2) To attend via virtual means and make an active contribution at all regular board meetings and, whenever possible, special board meetings. Regular board meetings are held every other month, and special meetings may also be scheduled.
- ☐ (3) To have access to email and be willing to communicate on board business utilizing email and other technologies.
- ☐ (4) To serve (or complete) a 3-year term (or the remaining portion of the term), barring unforeseen circumstances, and to have access to email and be willing to communicate on board business utilizing this and other technologies.

- ☐ (5) To make WILPF one's priority activist involvement during the board term.
- ☐ (6) To plan to attend all Steering Committee (SC) meetings, if a member of the SC. These meetings are usually scheduled about every other month. At this time, the SC consists of all board members, except the At-Large Board Member(s) and ex officio members. (The SC membership is specified in the Bylaws.)
- ☐ (7) To participate in discussions and take responsibility for making decisions on US WILPF issues, policies, and other board matters. This includes participating in the deliberations on and passage of the annual budget and, as needed, making subsequent budget decisions.
- ☐ (8) To attend a maximum of one in-person board meeting per year. In-person Board meetings are scheduled from time to time, and are a critical part of Board development. (This in-person requirement is waived if the candidate can demonstrate a health reason, or other extremely compelling reason, that prevents him/her from attending. In this case, the candidate must be present by phone or virtual means for the meeting.)
- ☐ (9) To be collectively responsible, with the full Board, for the fiscal health of the organization by keeping one's membership current and by making additional monetary contributions to WILPF US.
- ☐ (10) To seek out and invite potential members to join our organization both for the new opportunities they bring for exchange of ideas and expertise and for their financial support of WILPF.
- ☐ (11) To be cognizant of integrating fundraising, membership building, and program in all of WILPF's work.
- ☐ (12) To promote WILPF locally as opportunities arise through one's professional, personal, and social network.

(optional but important responsibilities)

To serve on ad hoc committees.

To provide articles for the eNews related to one's areas of WILPF work.

To help organize and lead evaluations of the effectiveness of one's committee or work area.

"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: Sat., October 12, 2024.**

**Send all board candidate application materials to this address for the entire Nominating Committee: [nominatingcommittee@wilpfus.org](mailto:nominatingcommittee@wilpfus.org)**

## **Application Packet Checklist for WILPF Board Candidates**

- € Application form (Note: Personal information, such as phone number and address, will be edited out of the online version.)
- € Candidate Statement (see below for details)
- € Activist biography or Resume – **for online posting** (Note: Personal information, such as phone number and address, if it is included, will be edited out of the online version.)
- € Two WILPF member's letters of recommendation addressing considerations and qualifications for the candidate, **for online posting**.
  
- ✓ 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) by October 1, 2024. This means that you must have been a member since September 30, 2022.  
*If you are unsure of your status, contact Chris Wilbeck, [chris.wilpf@gmail.com](mailto:chris.wilpf@gmail.com).*
  
- ✓ Candidates are **required** to participate in a Member-Candidate Meet and Greet via zoom. Stay tuned for details and 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: .doc, .docx, .rtf, .odt, or .pdf.
- ✓ All application materials must be submitted as separate documents before or by 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. *Only members of WILPF US may make nominations.*

Ideally, nomination should use the official form and, preferably...

- ✓ Be labeled (saved as) "Last Name\_Nomination Form" (the name being the nominee's).

**To be a valid nomination, the form must...**

- ✓ Be emailed to the Nominating Committee by **October 5, 2024**.

### **Application Form 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**

The candidate statement, which will be included in the paper ballot, must...

- ✓ Be 250–500 words
- ✓ 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
  - Approximate length of time in WILPF
- ✓ 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\_Statement"

### **Activist Biography Standards**

Activist biographies must...

- ✓ Include candidate's name exactly as the candidate wishes it to 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"

→ Candidates may submit *either* their activist biography *or* their resume *or* both.

### **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"

### **Letters of Recommendation Standards**

(A *completed official* nomination form submitted by a WILPF member for the candidate may be used in place of one of the two required letters 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 Protocol**

The Nominating Committee recognizes that newer members and members not affiliated with a branch may not have access to email address and listserves within WILPF. Allowing "campaigning"

disadvantages those members. The following protocol applies to the period of **October 5, 2024, through December 9, 2024**, the deadline for mailing ballots:

### **Campaigning Protocol**

1. Candidates may not post to the large (20 or more recipients) listserves. Currently, these are the Branch and Disarm listserves and, possibly, some other WILPF US listserves.
2. No one may use any WILPF US listserve or email list to campaign for any candidate for any WILPF US position.
3. Candidates who serve in leadership positions, including Board members and issue committee chairs, 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 virtual means, plus one per year (usually) in person.

Successful candidates **must** plan to attend the first board meeting of the new board term on January 25, 2025, 10:00 am PST. Watch for an email with the zoom link.

***If you have any further questions, please call any of the Nominating Committee members.***

Email address for the entire 2024 WILPF US Nominating Committee:

**[nominatingcommittee@wilpfus.org](mailto:nominatingcommittee@wilpfus.org)**

2024 WILPF US Nominating Committee:

Ellen Schwartz Chair: (916) 835-4330 (Pacific Time)

George Friday: (704) 460-0523 (Eastern Time)

Barbara Nielsen: (415) 430-5873 (Pacific Time)

Phillip Cole: (415) 314-0446 (Pacific Time)

Virginia Pratt: (857) 719-3769 (Eastern Time)

Darien De Lu: (916) 739-0860 (Pacific Time – no texts)

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