



## Air & Space Forces Association Board Application and Position Description

### Overview

The Air & Space Forces Association (AFA) Board plays a critical role in ensuring that AFA is fulfilling its mission and advancing its goals, while also ensuring it is being governed effectively and responsibly. Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance, and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission. Additionally, the Board oversees the President-Chief Executive Officer (CEO), who is responsible for the day-to-day management of the National staff operations and activities, and for supporting the volunteer led Field and Education organization and programs. Overall, the members of the Board contribute to the leadership, management, and financial skills needed to ensure long term organizational stability and ensure year-to-year achievement of AFA strategic and operational goals and objectives in accomplishment of the AFA mission.

The Board of Directors has up to 21 voting members. Terms are for three years and may be extended to no more than two consecutive terms or six consecutive years, total. A board member may serve a total of no more than four three-year terms but must sit out at least one year after the initial consecutive six years before reapplying for a third (or fourth) three-year term.

Board Member responsibilities include attending regular board meetings (average four per year, two in-person / two teleconference), as well as other teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

### Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next three years as well as the ways to contribute to the development of the organization.

### Time and Financial Considerations

Meetings:

- Board Meetings – Quarterly
- Committee Work – Monthly (generally teleconference and by email)
- Annual Convention – September (in-person following Board Meeting)

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional, but we ask that board members consider giving at a leadership level. Board members should continue to maintain an active membership status during their term.

### Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, Governance Manual, and other governing documents can be found on our website at [www.afa.org](http://www.afa.org). Our FY budget, financial records, and other pertinent information can be provided upon request.
- New Board Member Orientation Guide & Calendar of Events
- Email or call the Committee and Volunteer Support Coordinator at [field@afa.org](mailto:field@afa.org), phone 703-544-4378 with questions or if you would like the contact information for the current Nominating & Governance Committee chair.

### To apply:

Submit (email) the one-page Board Application (page 2 of this document) and your résumé or one-page CV (Bio) to Miranda Roberts, [mroberts@afa.org](mailto:mroberts@afa.org). Your application package may also include up to three letters of recommendation.

**Please write "NEW BOARD MEMBER APPLICATION" in the email subject line.**



## Application for Air & Space Forces Association Board Candidacy

Name: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Position You Would Like to Be Considered For: \_\_\_\_\_

We want to understand your views on current AFA operations, programs, and activities and how your potential contributions might fit with the organization's mission and vision. Please answer the following questions. Limit your response to this page and space provided. Address and contact information will not be distributed outside of the Nominating & Governance Committee and staff liaison without your permission.

1. Please briefly describe your professional background and relevant experience related to AFA and its mission.

2. Why do you seek a position on this board?

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to this board.

4. Are you currently serving on a board of directors for another organization? If so, please list organization name(s) and your position/role.

5. What is your preferred method of contact/communication? Email, Phone Call, Text Message

*ONLY THIS SINGLE PAGE, ALONG WITH YOUR RESUME OR CV, WILL BE DISTRIBUTED TO COMMITTEE*

1501 Langston Blvd., Suite 400, Arlington, Virginia 22209-1198 | 703-247-5800 | AFA.org

T H E P O W E R O F A I R + S P A C E



## AFA CANDIDATE ACKNOWLEDGEMENT FORM

**Consent to Serve:** I confirm to the Association and to the Nominating and Governance Committee that, if nominated and elected, I am ready and will fully accept my responsibilities to serve as an officer and/or director of the AFA.

I further understand that the Committee shall be responsible for nominating the best qualified AFA members to serve as national officers and directors and confirm that my nomination does not guarantee that my name will be submitted to the Association Delegates for election.

**Background Check:** I understand that AFA will conduct a thorough investigation of my background and may verify all data provided to the Committee from this application and their investigation.

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