



# **FBI DALLAS CITIZENS ACADEMY ALUMNI ASSOCIATION**

## **APPLICATION FOR SERVICE ON THE FBIDALLASCAA BOARD OF DIRECTORS**

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Office Held (as applicable): \_\_\_\_\_

CA Class of: \_\_\_\_\_ City: \_\_\_\_\_ Dues Paid: \_\_\_\_\_ YES \_\_\_\_\_ NO

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

### **NOMINATION CRITERIA:**

The Nominations Committee, as appointed by the Board President, will recommend potential board candidates that meet the following criteria:

- Must be a graduate of the FBI Citizens Academy; and
- Must be a member in Good Standing with the FBI Dallas Citizens Academy Alumni Association, which includes payment of Annual Dues, no criminal record; and
- Must be willing to serve at least two years

### **NOMINATION PROCESS:**

The Nominations Committee shall review the resumes and applications of potential candidates, assessing their skills and experience to determine if they meet the qualifications for the position. In reviewing candidate profiles, the committee will consider, in addition to the criteria above, the following:

- Proven leadership
- Previous board experience
- Knowledge and work experience
- Skillset - including finance, legal, auditing, government affairs, public relations, community volunteerism, and knowledge of the organization.

**PLEASE INDICATE WHICH OFFICE/BOARD POSITION YOU ARE INTERESTED IN:**

**BOARD OFFICERS: (Two Year Terms)**

**\_\_\_\_ President**

The President shall be the Chief Executive Officer of the Board of Directors and shall have general and active management of the business of the Association; shall see all orders and resolutions of the Board of Directors are carried into effect; shall preside at all meetings or so designate the Vice President; with the authorization of the Board of Directors, shall appoint all standing committees and carry on any others duties; and, after term as President, serve for at least one (1) year as an ex-officio member of all committees except the Nominating Committee. (Section 6-2)

**\_\_\_\_ Vice President**

The Vice President, in the absence, illness, or other disability of the President, shall perform all the duties and exercise all the authority of the President. (Section 6-3)

**\_\_\_\_ Secretary**

The Secretary, or designate, shall attend all meetings of the Board of Directors and all meetings of the Members and record all of the proceedings of the meetings of the Association and of the Board of Directors in a book to be kept for that purpose. The Secretary shall compile any reports provided by the committees. The Secretary shall give, or cause to be given, notice of all meetings of the Members and special meetings of the Board of Directors and shall perform such reasonable duties as may be prescribed by the Board of Directors or President.( Section 6-4).

**\_\_\_\_ Treasurer**

The Treasurer shall have the custody of the Association's funds and securities and shall keep full and accurate books of receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such FDIC depositories as may be designated by the Board of Directors. (Section 6-5)

**BOARD OF DIRECTORS: (Two Year Terms)**

**\_\_\_\_ Board Director – Education**

Participate in board meetings, shape the vision for the FBICAAA, support chapter initiatives, outreach. Primary responsibility is oversight of committee for scholarships and committee for Little Free Libraries.

**\_\_\_\_ Board Director – Communication**

Participate in board meetings, shape the vision for the FBICAAA, support chapter initiatives, outreach. Primary responsibility is oversight of quarterly newsletter, chapter social media posting, monitoring and reporting Chapter Forum and National social postings and flyers/brochures for events.

**PLEASE ATTACH A DETAILED RESUME NOTING YOUR EDUCATIONAL, EMPLOYMENT, CIVIC AND VOLUNTEER HISTORY.**

**PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER:**

QUESTION ONE:

Why did you initially attend the FBI Citizens Academy?

QUESTION TWO:

Describe in detail your involvement in the FBIDallasCAAA Chapter since joining the Association.

QUESTION THREE:

Since your initial FBI background check, have you been convicted of any criminal charges?

QUESTION FOUR:

What particular skills or expertise do you bring to the FBI Dallas Citizens Academy Alumni Association?

QUESTION FIVE:

How many hours per month – approximately and on average – can you devote to the FBIDallasCAAA?

QUESTION SIX:

What is your personal vision of the future of the FBIDallasCAAA?

QUESTION SEVEN:

Does your schedule allow you to attend middle of the day and occasional evening meetings?

QUESTION EIGHT:

Per the FBI Dallas Citizens Academy Alumni Association bylaws, board members also serve as Committee Chairs. **This is a requirement of board service.** The current committees for the FBIDallasCAAA include Bylaw and Compliance, Chapter Engagement, Community Outreach, Education, Emergency Response, Membership, and Communication/Marketing. On which of these committees would you be most interested in serving?

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PLEASE SUBMIT YOUR COMPLETED APPLICATION, RESUME, AND WRITTEN RESPONSES TO THE QUESTIONS ABOVE TO THE NOMINATING COMMITTEE BY: **NOON ON APRIL 5, 2021.**

Via email to: [hsuzannekelly@fbidallascaaa.org](mailto:hsuzannekelly@fbidallascaaa.org)  
FBI Dallas Citizens Academy Alumni Association  
ATTN: Nomination Committee  
7750 N. McArthur Blvd, Suite 120, MD188, Irving, Texas 75063-7501

***THANK YOU FOR YOUR INTEREST IN SERVING ON THE FBIDallasCAAA BOARD!***