## **AFA National Nominating Committee**

## **Deadlines:**

Anyone who plans to run for one of these offices MUST indicate their intention to do so no later than February 28th and submit their name and other required materials to the AFA Nominating Committee.

A one sentence e-mail or letter to the Committee through the staff contact, Nia Reeves (nreeves@afa.org), stating their name and the position for which they intend to run is sufficient. This will help the Nominating Committee conduct both its search and deliberative functions efficiently and in a timely manner.

The remainder of the requirements must be submitted to the AFA Nominating committee <u>no</u> <u>later than March 17, 2017</u>. These include one or more formal recommendations for candidates for these positions, candidate biographies, and any additional information and endorsements candidates wish the Nominating Committee to see.

## Additional information for prospective candidates:

Prospective candidates **must** ensure a recommendation on their behalf has been submitted to AFA HQ. Recommendations can be via an AFA Form (see below) or via personal e-mail (or letter) to the Chairman of the Committee (through the AFA staff). A recommendation form can be found <a href="https://example.com/here">here</a>.

Forms are also available in the "Library" section of the "Field Resources" area of the AFA web site.

Each prospective candidate **MUST** also submit a signed AFA biographical form and answer a question concerning whether they have ever been convicted of a crime. Their signature gives AFA permission to conduct a background check and is also consent to serve in the position, if elected. Additional sheets may be attached as desired. THE PHYSICAL FORM WITH A SIGNATURE MUST BE RECEIVED via mail or fax. The form can be found <a href="here">here</a>.

In addition to these required materials, prospective candidates may also elect to include a written biography and letters of endorsement. Any material received by the due date will be included in the package given to the Nominating Committee for their consideration.

ALL material should be sent to the Nominating Committee in care of Air Force Association Field Relations. If you have any questions, please contact Nia Reeves at <a href="mailto:nreeves@afa.org">nreeves@afa.org</a> or by telephone at (703) 247-5800 ex. 4821.

Individuals selected by the committee to be sent forward to the delegates will also be required to provide a brief personal biography for inclusion in *Newsline* and the August issue of *AIR FORCE Magazine* and a high quality "head shot" photograph for the Magazine as well.