



Candidate Application Instruction Sheet

Please read and follow these instructions carefully. If you need assistance, contact Krystle Ansay at DATIA at info@datia.org or by phone at 800.355.1257.

Please type *all* responses. Please email your application to Krystle at membership@datia.org. If necessary, documents can be faxed to (847) 885-8393.

The application documents included within this packet include:

1. Nomination Application (pg. 2-4)
2. Reference Questionnaire (pg. 5)
3. Conflict of Interest Disclosure Form (pg. 6)

Enter your own personal information on each document. For questions that have a *maximum* word limit, be careful not to exceed that limit. Do *not* use *any* formatting such as bullet points, bold, underline, special fonts, tabs, etc.

The completed application will include:

- Your Completed Nomination Application & Questionnaire
- Completed Reference List
- Signed Conflict of Interest Form
- Copy of Resume
- Head Shot Photo (.jpg or png. file)

DATIA
2800 W. Higgins Rd. Suite 440, Hoffman Estates IL 60169
Attn: Krystle Ansay
FAX: (847) 885-8393 Email: membership@datia.org



Board of Directors Nomination Application

Contact Information

Name:

Address:

Email Address:

Home Telephone:

Business Telephone:

Professional Information

Years in profession:

List area(s) of expertise:

Volunteer Information

List your participation in any DATIA activities/committees

Dates of Activity Position

Current Personal or Professional Activities (*within the last 5 years*)

Dates of Activity Position Organization Name



Please answer the following questions. Use of specific examples to illustrate your answers is encouraged. If you are placed on the ballot, a brief summary of your responses to questions 1-6 will be provided to the membership.

1. Please provide a brief biography of yourself in 250 words or less.
2. What is your vision for DATIA?
3. What is your motivation to seek a position on the DATIA Board of Directors?
4. Please describe any prior leadership experience with other organizations and any leadership training you have received.
5. Describe how your skills and experiences might contribute to DATIA.
6. Please highlight any exceptional skills or experiences you have, such as writing, communication, leadership, financial, or other skills.
7. Think of a time when you were in a leadership role (either volunteer or professional). Explain a challenging situation and what you learned or gained from the experience.



REFERENCE LIST

Please provide at least two professional references that may be contacted by the Nominating Committee if additional information is needed.

1. Name of Reference: _____

Reference Contact Phone: _____

Reference Contact E-mail: _____

2. Name of Reference: _____

Reference Contact Phone: _____

Reference Contact E-mail: _____

3. Name of Reference: _____

Reference Contact Phone: _____

Reference Contact E-mail: _____



POLICY ON CONFLICT OF INTEREST

The Officers, Directors, Committee members and staff members of the DATIA must avoid conflicts between their duties to the Association and their other duties and interests (including duties to other entities and their own personal interest, financial or otherwise). DATIA Leaders are prohibited from having relationships which present any such conflicts of interest during their terms of service.

Conflict Affiliations include but are not limited to:

- (i) having a material ownership interest, direct or indirect (e.g. through stock ownership or a partnership interest) in any entity which the DATIA Leader knows or should know is a vendor of goods or services to the DATIA, or
- (ii) serving in a management or key operational position (e.g. as an officer or director) for any entity which the DATIA Leader knows or should know is a vendor of goods or services to DATIA.

Each DATIA Leader is under an obligation to the Association to disclose any and all actual or potential Conflict Affiliations. Accordingly, each DATIA Leader shall execute annually and upon the occurrence of any actual or potential Conflict Affiliation the following Disclosure Statement.

I have read and understand the above Conflict of Interest Policy of the DATIA. I agree to abide by this Policy and have listed below all of my actual or potential Conflict Affiliations.

_____ I hereby disclose the following actual or potential conflict affiliations:

_____ I have NO actual or potential conflict affiliations.

Signature: _____

Print name: _____

Date: _____