



Participating as an elected member of the JLNVB Board of Directors provides you with the unique opportunity to fuel our growth and success. Our membership is made up of women from diverse backgrounds, with different strengths, ideas, challenges, and solutions. It is the role of the Nominating Committee to slate the best team to serve our League. Thank you for your interest in submitting an application to serve as an elected member. Please know that we deeply appreciate your commitment to the success of The Junior League of Norfolk-Virginia Beach, Inc.

### **Application Packet Instructions**

Complete Application Packets must include all of the following components and be received by the Nominating Chair on or before Monday, November 29, 2010 for President-Elect Elect and on or before Monday, January 3, 2011 for all other Board positions.

1. **Cover Letter** to the Nominating Committee, not to exceed one page, in which you:
  - a) Identify the position(s) for which you are applying
  - b) Explain why you are interested in the position(s) for which you are applying
2. **Resume**, not to exceed two pages, which is structured to highlight your Junior League, other nonprofit volunteer, community, and professional experience, including dates of positions held.
3. **Completed Applicant Profile Form**

Please return your complete application packet to Courtney Davio, Nominating Chair at [cdavio2@hotmail.com](mailto:cdavio2@hotmail.com) or 1728 Grey Friars Chase, Virginia Beach, VA 23456. You will receive an Email indicating receipt of your materials within two (2) business days of receipt. Please keep a copy of your completed application and all related materials for your files.

The Interviews for the President-Elect Elect will be held on Saturday, December 4, 2010 between 8:00 am and 1:00 pm. Board Interviews for all other positions will be held on Saturday, January 8, 2011 between 9:00 am and 3:00 pm.



### **Board Description and Responsibilities**

The JLNVB Board is composed of four Officers (President, President-Elect, Treasurer, and Administrative Vice President) and up to eleven additional members. The work of the Board is focused on both the governance and management of the League. The Board governs with an emphasis on an outward vision; encouragement of diversity in viewpoints; strategic leadership; and collective rather than individual decisions. Below is a list of all current elected Board positions and their responsibilities. Please refer to the Placement Guide or Bylaws for more details.

President: Represents the League in the community. Serves as the Chief Executive Officer of the League and is responsible for the organization's overall policy setting and operations; advises and trains the President-Elect.

President-Elect: Assists the President and presides in the President's absence; oversees future planning with the assistance of the At-Large Director, which includes assimilating the needs and trends of the membership and the community, and presenting the annual and long-range plan of operation to the Board of Directors for review; trains to become the President.

Administrative Vice President: Chairs the Administrative Council; responsible for the agendas and minutes of the Board meetings and General Membership meetings; prepares League correspondence; and coordinates the calendar for the League Year.

Treasurer (must be Treasurer-Elect first): Chairs Finance Council; serves as Chief Financial Officer; oversees long range financial planning; custodian of League funds; advises and trains the Treasurer-Elect.

Treasurer-Elect: Assists the Treasurer and is "in-training"

At-Large Director: Represents the membership in all Board matters; assists the President-Elect with future planning.

Communications Vice President: Chairs Communications Council; oversees internal and external communication for the League; advises the Board of the effectiveness of public relations initiatives.

Community Vice President: Chairs Community Council; oversees all League activities in the community.



Membership Vice President: Chairs Membership Council; coordinates committees which deal with the human resources of the League; oversees membership training, growth and retention.

Ways & Means Chair (must be Ways & Means Chair-Elect first): -Oversees the sponsorship of all fundraisers handled by the JLNVB.

**Time and Financial Requirement**

The Board meets at least nine times each year. Meetings shall be held at such time and place as the Board of Directors shall designate. They are usually the first Monday of the month. Many Board members accept multiple placements and assist in special projects as needed. Board members attend Board and mid-year trainings; General Membership Meetings; and Council meetings. Board members are expected to meet all financial and volunteer requirements.

Each member of the Board shall make an annual financial contribution to the Endowment Fund. *(The amount is at the discretion of the Board member and is confidential.)*



**CONFIDENTIAL: APPLICATION FOR LEADERSHIP  
OFFICERS & BOARD OF DIRECTORS 2010/2011**

1.) **Name of Applicant:** \_\_\_\_\_

2.) **Number of years in the League:** \_\_\_\_\_

3.) **Current leadership position:** \_\_\_\_\_

4.) **The following are the positions to be slated with terms effective June 1, 2011.**

**Please place an X beside all positions for which you wish to be considered:**

\_\_\_\_\_ *President-Elect*

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

\_\_\_\_\_ *Treasurer-Elect*

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

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

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

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

\_\_\_\_\_ *Ways and Means Chair*

\_\_\_\_\_ *Ways and Means Chair-Elect*

\_\_\_\_\_ *At-Large Director*

The following positions may be appointed by the President. Please place an X beside all positions for which you wish to be considered:

\_\_\_\_\_ *Leadership Initiatives Director*

\_\_\_\_\_ *Membership Initiatives Director*

\_\_\_\_\_ *Strategic Planning Director*

\_\_\_\_\_ *Parliamentarian*





**10.) APPLICANT'S CERTIFICATION**

I am a Member in good standing of the Junior League of Norfolk-Virginia Beach, Inc. I understand that the Placement Chair will submit a leadership summary to the Nominating Committee to support this application. I understand that this application and interview are confidential.

I have completed this application and attached documents and all of the information contained in the application is true. I have read the job descriptions of the positions for which I am applying. I understand what my duties and my role would be, and, if slated, am willing to make the commitment of time and energy required for service in a governance position.

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

**NOTE: IF you are submitting your application via email, you must check the box below which will be the equivalent of your having signed the Applicant Certification.**

**[ ] I am submitting my application via email. The checked box constitutes my signature affirming the information above in the Applicant Certification.**

**11.) SLATING INFORMATION**

Slating will take place on January 8, 2011. If the Nominating Committee needs to reach you during this time, what is the best number at which you may be reached?

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