

## ESA FOUNDATION CALL FOR NOMINATIONS BOARD OF DIRECTORS

In accordance with the ESA Foundation Bylaws, it is the duty of the Nominating Committee to nominate candidates for 2 Directors to fill vacancies on the Board of Directors for an ensuing three-year term. Nominations may be submitted to the Committee up until February 1, of each year. A nominee for Director must hold active membership in the ESA Foundation and be entitled to vote at the time the candidacy is put to a vote of the membership.

**LIMITATIONS:** No Director may serve more than two (2) consecutive 3-year terms unless filling a vacant director position; or hold an elective position on the Executive Board of the International Council of Epsilon Sigma Alpha, or be an employee of the ESA Membership Corporation, or hold an elective position on the Board of Directors of the Epsilon Sigma Alpha Membership Corporation during her/his term of office on the ESA Foundation Board of Directors.

**BASIC FUNCTION:** To actively participate in conducting the business of the Foundation by fulfilling the specific requirements of the Board of Directors; to give time and expertise in planning the future and growth of the ESA Foundation.

**RESPONSIBILITIES:**

1. Conduct the business of the Foundation in a professional manner.
2. Maintain the integrity of personal and Foundation activity.
3. Expand services and conduct projects within the framework of creditable business practices and viable parameters.
4. Attend all meetings, including IC convention as a candidate and multi-day meetings at midyear and IC Convention.
5. Carry out official and/or committee assignments in ways that meet functional requirements of the Foundation.

**JOB QUALIFICATIONS:**

1. Ability to travel to all Board Meetings, the Annual Meeting, and occasionally to IC Leadership or State meetings
2. Have a basic knowledge of the ESAF scholarship and grants program or similar programs with other organizations
3. Demonstrates leadership ability and willingness to work collaboratively with a diverse team
4. Have a working knowledge of word processing, spreadsheet software, electronic file shares (i.e. Dropbox, Google Drive, etc.) and web-based meeting software (i.e. Zoom, WebEx, GoTo Meeting, etc.)
5. Demonstrates timely follow through on commitments, open to new ideas, and a passion for the goals of the Foundation

CANDIDATE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

[Street] [City] [State] [Zip]

PHONE (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Home E-MAIL \_\_\_\_\_ Work E-Mail \_\_\_\_\_

**LIST QUALIFICATIONS/EXPERIENCE:** On a separate page, please list experiences and areas of expertise that demonstrate the qualifications of a Director. These could include, but are not limited to, items such as experience in accounting/bookkeeping; investments; the use of computers; fund raising; scholarship procedures; offices held; etc.

**BUSINESS:** Current / Former Employment \_\_\_\_\_ How Long \_\_\_\_\_  
Position \_\_\_\_\_

**I want to serve as a Director on the ESA Foundation Board. If elected, I will strive to fulfill the mission of the ESA Foundation. I am an individual Active Member of the ESA Foundation. I have attached a Resume, which includes a listing of Personal, Professional and/or Civic Memberships (including ESA).**

\_\_\_\_\_ Member of ESA Foundation since: \_\_\_\_\_  
[Signature of Nominee]

**Complete and Mail this Nomination Form, Resume, and Photo by FEBRUARY 1, to:**

**Kim Mandrell, ESA Foundation Vice Chairman**  
2215 Rebecca Lynn Ct., Chesterfield, MO 63017  
Phone: 314-402-0654 / E-mail: [Kimberley.mandrell@mnk.com](mailto:Kimberley.mandrell@mnk.com)