

DHHIG BOARD 2017 ELECTIONS CALL FOR NOMINATIONS NOW OPEN

In compliance with the DIG Bylaws, the DIG Election Committee is seeking nominations for the open positions on the DIG Board. This is your chance to nominate an outstanding volunteer (yourself or a peer) for an opportunity to serve on the DIG Board of Directors.

DIG membership is a pre-requisite for nominating, as well as serving on the Board, so join now. Nominees must be DIG members at the time of nomination in order to qualify.

Open Positions

The DIG Board of Directors Elections Committee is seeking nominations for the following Board positions:

- **President**
- **Vice President**
- **Three (3) Board Members-at-Large**

The term of office for all positions is two years and begins in June 2017.

Please note that DIG members will be voting for each candidate as an individual ticket; there are no team tickets.

Election Committee Contact Information

If you have any questions or concerns, please do not hesitate to contact the Election Committee at election@deafingov.org

The appointed members of the DHHIG Election Committee are:

Taye Akinola (Co-Chair)
Kara Gulvas (Co-Chair)

We look forward to receiving your nomination.

Sincerely,

The DIG Election Committee

Required Information

The Call for Nominations will be open through May 31, 2017, and this completed nomination form will be accepted via email (election@deafingov.org).

The following information is required for full consideration:

- Contact information
- Qualifications
- Professional photo (large/high resolution in JPEG format)
- Submission

Incomplete submissions will not be considered. Please fill out one form for each candidate. If a candidate is applying for more than one position, please fill out a separate form for each position.

Candidate's Contact Information:

All contact information you provide is only for the election committee's use.

Nominator's Full Name: _____

Nominator's Email Address: _____

The Nominator is an active member of DIG: Yes No

Candidate's Full Name: _____

Candidate's Email Address: _____

(If you are nominating yourself, please insert "Self-Nomination" in the fields above)

Candidate's Text Number: _____

Which position is the Candidate is running for? _____

The Candidate is an active member of DIG: Yes No

Proof of Active Membership:

The Election Committee will verify membership status. The person filling out this form and the candidate must be active members. A full name and email address of both nominator and candidate are required. Anonymous submissions will not be considered.

Qualification Letter or Video:

Please provide a letter describing the candidate's qualifications for the board position:

- Indicating which position you want the candidate to run for,
- Provide your reasons for wanting the candidate to run for the position,
- List any past experience the candidate has with DIG (e.g. National Training Conference, Holiday Luncheon, etc.)

OR

- Brief video in ASL with full transcript (Optional)

The letter must be:

- Less than one page, with 1-inch margin,
- Text Size: 12, and
- Submitted as Microsoft Word Document or PDF

This letter and/or video will be posted on DIG's website. DIG members will have the opportunity to review the letter prior to casting their votes.

Professional Photo:

Please provide a professional color photograph (taken in the past 12 months). It must be in JPEG format and it cannot be larger than 5 MB.

Submission:

Please submit all materials in one e-mail to the DIG Election Committee at election@deafingov.org by 11:59PM EST on May 31, 2017.

Use the subject line:

“2017 DIG BOARD NOMINATION- [Position], [Candidate's Name]”

Note: Acceptable attachments are: Microsoft Word (.doc / .rtf), PDF (.pdf), JPEG (.jpg), or plain text (.txt).

Questions are welcome and should be directed to the Election Committee at election@deafingov.org.

Important Deadlines

Sunday, April 17th – RSVP Online Open

Call for Nomination opens on Wednesday, April 12, 2017 (11:59 P.M. EST)

Wednesday, May 31st – Nomination Package is Due

Candidates must submit their information to the Election Committee by Wednesday, May 31, 2017 (11:59PM EST).

Wednesday, June 7th – Online Voting Start

Absentee ballots starts on Wednesday, June 7, 2017 (09:00 A.M. EST)

Tuesday, June 21st – Online Voting Ends

Absentee ballots online ends on Wednesday, June 21, 2017 (11:59 P.M. EST)

Thursday, June 22nd - Annual Meeting and Election Day

The agenda will include:

- Presentation of candidates and vote;
- DIG's annual meeting; and
- Announcement of Election Results

Board Member Information

Desired Characteristics for Board of Directors:

DIG is a national non-profit organization whose purpose is two-fold. It serves as an employee support group for federal employees who are either Deaf or Hard of Hearing and as a resource organization for the federal government. Board members shall be elected for a two-year term – the current term will end and new term will commence at the conclusion of the Annual Board and Election Day to be held on Thursday, June 22, 2017.

DIG seeks potential candidates with a diverse range of professional and volunteer expertise. Candidate attributes can include but are not limited to previous service on a nonprofit board, experience in fundraising, policy development, and community service.

Suggested General Eligibility Criteria:

- Experience in the affairs of DIG, (e.g. attended a NTC conference or other DIG-related event).
- We strongly encourage you to check with your Human Resources and/or Ethics Offices as well as supervisors to ensure that donated time in a volunteer capacity does not pose a conflict of interest with the primary mission of your paid position as a government employee.
- Willing to sacrifice between 5 and 10 hours per month to attend meetings and participate in other DIG event planning activities. Meetings of the Board of Directors are held once a month in the Washington D.C. Candidates are expected to be flexible about their availability to meet for two hours per month. This may necessitate use of annual leave or administrative leave. Sometimes meetings occur after work hours. A new board composition will decide by consensus on when the monthly meeting will be scheduled.

Suggested General Board Member Responsibilities:

As an officer or board member, a member of the Board of Directors must be fully committed and dedicated to the mission of DIG and pledge to help to fulfill its mission. As such, all Board members are expected to:

1. Understand that the Board is the decision-making authority for the organization, requiring Directors to vote on matters solely based on what is in the best interest of DIG. A Director should abstain from voting on matters in which he/she has a personal or business interest.
2. Actively engage in programs and events for this organization in whatever ways are best suited for the Board of Directors. These may include undertaking planning of special events, writing policies or assisting in any other way upon request.
3. Understand and follow the bylaws of the organization.
4. Attend board meetings diligently, notifying the Recording Secretary in advance if unable to do so.
5. Be available for consultation when requested.
6. Serve on at least one DIG committee.
7. Express thoughtful opinions openly and candidly.
8. Maintain confidentiality related to issues that are discussed during closed board meeting sessions.
9. Ensure that the Board of Directors fulfills its fiduciary responsibilities for the governance of the organization.

Qualifications/Position Description:

You may refer to the By-Laws of DIG on the website for more information about the specific duties of the positions:

<http://www.deafingov.org/bylaws>

All candidates must be current government employees.

President:

- The President shall perform all duties incumbent to the office of President.
- The President shall preside at all meetings of the Board and shall serve as the Chairman of the Board.

Vice President:

- The Vice President shall act as the assistant to the President and shall, in the absence of the President, be the presiding officer at meetings.
- The Vice President shall act as liaison and advisor to the Board of Directors and its Committees

Treasurer:

- The Treasurer shall keep and maintain, or cause to be kept and maintained, accurate and complete accounts of the financial affairs of the Organization, including accounts of its transactions, assets, liabilities, receipts, and disbursements.
- The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the Organization, disburse or cause to be disbursed the funds of the Organization as ordered by the Board of Directors, render or cause to be rendered to the Board of Directors regular reports of all financial transactions and of the financial condition of the Organization, and have such other powers and duties as assigned by the Board of Directors.

Recording Secretary:

- The Recording Secretary shall perform the duties prescribed in the current edition of Robert's Rules of Order Newly Revised.

Corresponding Secretary:

- The Corresponding Secretary shall perform the duties prescribed in the current edition of Robert's Rules of Order Newly Revised.

Board Member at Large:

- Members-at-Large represent the interests of the General Membership on the Board. They may take responsibility for activities on the basis of interest or at the request of the Board or President, or serve on standing or ad hoc committees, and handle special projects.

Election Process:

The election will take place at the Annual Meeting and Election Day on Thursday, June 22, 2017. If you are unable to attend the election, but would like to make your vote count, there will be an opportunity for you to vote online via an absentee ballot from June 7 to June 21, 2017 (prior registration is required).

Responsibilities, Time Commitments, and Expense Reimbursement

If elected to the DIG Board of Directors, you will be asked to sign a conflict of interest policy form. You will be asked to attend the Board meetings, participate in conference calls, and correspond by e-mail. You will be expected to learn about the DIG Board Roles and Responsibilities, read the DIG Bylaws on DIG's website and Robert's Rules of Order Newly Revised book.

As a candidate you are encouraged to inform your employer of your desire to serve on the DIG Board. As the Board physically meets monthly for two hours, your employer will need to be supportive of your commitment. Video conferencing and committee involvement may require an additional time commitment of five to ten hours per month. If your employer is familiar with DIG's mission, they should be supportive of your desire to serve on the Board and further DIG's objectives.

The full Board meets 9-12 times per year in the metropolitan Washington, DC area. One meeting is in conjunction with the DIG's annual meeting. One Day Seminar and the National Training Conference attendance are also required. The locations of regular board meetings are determined by the Board.

Board members shall receive no compensation for serving on the Board of Directors. However, Board members may be reimbursed for normal and customary travel expenses when attending official DIG Board meetings or such other events as approved by the Board.

Contact Information

Please address any questions or comments to:

DIG Elections Committee
election@deafingov.org

On behalf of DIG, thank you for your interest in serving on the Board of Directors.