



FBISTLCAAA Board of Directors Election Packet

We thank you for your interest in joining the FBI St. Louis Citizens Academy Alumni Association (FBISTLCAAA) Board. All Board Members are expected to have the attributes listed below and follow-through on Board Member responsibilities. The general application process is as follows:

1. Complete and submit this election packet.
2. The Board reviews all submissions.
3. A subset of the applicants is interviewed.
4. Applicants who pass the interview are asked to write a paragraph about themselves. The Board presents candidates along with their write-ups to the general FBISTLCAAA Membership for their votes.
5. The Membership votes on the applicants.
6. Successful applicants begin their terms on January 1 or such other time as may be approved by the Board.

Desired Attributes:

- An interest in helping our communities and law enforcement
- Relationships within the community that can be leveraged for the FBISTLCAAA
- Responsiveness and follow-through on commitments
- Good and effective communication skills

Responsibilities:

- Attend quarterly Board meetings. If missing a Board meeting, submit all relevant tasks prior to the meeting and follow-up on any actions that stem from the meeting.
- Participate in FBISTLCAAA events.
- Be available to contribute time as needed.
- Meet all compliance requirements that are specific to each member (e.g., signing compliance documents) and by supporting compliance requirements that are general to the FBISTLCAAA.
- Execute upon any assigned tasks. Specific tasks are dependent upon the skills and interests that you describe within this packet and will be discussed during the Board member selection process.
- Be an FBISTLCAAA Lifetime member within one year upon election to the Board or filling an unexpired term, whichever is sooner.

This packet must be e-mailed to Peter Smith (psmith@fbistlcaa.org) and Dr. Steve Liang (sliang@fbistlcaa.org) no later than January 31, 2022, at 11:59pm Central time.

We thank you for your interest and will be in touch.



ST. LOUIS

**Board of Directors
Application for Election to the Board of Directors**

Name: _____

Phone: _____

Home Address: _____

Mailing Address: _____

Email: _____

FBI Citizens Academy City that you graduated from: _____

FBI Citizens Academy Graduation Year: _____

If a current member of any FBI Citizens Academy Alumni Association, which city? _____

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ST. LOUIS

Board Service Questionnaire

Candidate Name: _____

1. Why are you making yourself available to serve on the FBISTLCAAA Board of Directors?

ANSWER:

2. What specific skills or professional capabilities will you bring to the FBISTLCAAA and to its Board of Directors?

ANSWER:

3. What particular opportunity do you see as most important to the success of the FBISTLCAAA and what impact can you have on that opportunity?

ANSWER:

4. Within the most recent 24 months, which FBISTLCAAA events did you participate in? A list of events can be found at <https://fbistlcaaa.org/category/news/>.

ANSWER:

5. If you contributed (e.g., volunteer labor or money) to the FBISTLCAAA, what did you contribute? This excludes membership dues and event fees.

ANSWER:

6. Do you confirm that you understand and will execute the job responsibilities listed on page 1, and that failure to do so will result in your removal from the FBISTLCAAA Board?

Circle:

Yes No



**FBISTLCAA
Board of Directors
Commitment Agreement**

Candidate Name: _____

For those employed by a company:

To be completed by the Nominee's Immediate Supervisor:

I understand that being a member of the FBISTLCAA Board of Directors is a commitment of time and potential but infrequent travel.

I understand that the candidate named above is running for a two (2) year term as a Member of the Board of Directors pursuant to the FBISTLCAA Bylaws.

I fully support the candidate as a member of the FBISTLCAA Board of Directors and can provide the scheduling flexibility required for meeting attendance, occasional 30-60 minute phone conference calls, and other FBISTLCAA business that may need to be conducted during regular business hours, provided that the FBISTLCAA business does not significantly hinder the productivity of the employee.

I further understand that the FBISTLCAA is a not-for-profit corporation that is associated with, but not part of the FBI and that the FBISTLCAA, affiliation with FBISTLCAA, and/or a potential position on the FBISTLCAA Board of Directors cannot be used for corporate gain or advertising.

My signature hereunder indicates only that I acknowledge receipt of this document and at the time of signing believe that the information contained herein is true and accurate to the best of my knowledge. My signature does NOT constitute nor imply any further agreement to which I or my Company is a party.

Immediate Supervisor:

Name: _____

Title: _____

Company: _____

Phone: _____

E-mail: _____

Signature: _____

This form must be updated and resubmitted to the Secretary of the Board if a member of the FBISTLCAA Board of Directors changes employment during their term.



**FBISTLCAAA
Board of Directors
Commitment Agreement**

For those self-employed or not subject to an immediate supervisor:

I understand that being a member of the FBISTLCAAA Board of Directors is a commitment of time and potential but infrequent travel.

I understand that I am running for a two (2) year term as a Member of the Board of Directors pursuant to the FBISTLCAAA Bylaws.

As a member of the FBISTLCAAA Board of Directors I can provide the scheduling flexibility required for meeting attendance, occasional 30-60 minute phone conference calls, and other FBISTLCAAA business that may need to be conducted during regular business hours, provided that the FBISTLCAAA business does not directly interfere with significant and necessary commitments pertaining to my business or company's business.

I further understand that FBISTLCAAA is a not-for-profit corporation that is associated with, but not part of the FBI and that I cannot use the FBISTLCAAA, affiliation with FBISTLCAAA, and/or a potential position on the FBISTLCAAA Board of Directors for corporate gain or advertising.

My signature hereunder indicates only that I acknowledge receipt of this document and at the time of signing believe that the information contained herein is true and accurate to the best of my knowledge. My signature does NOT constitute nor imply any further agreement to which I or my Company is a party.

Signature of Candidate: _____

Printed Name of Candidate: _____

This form must be updated and resubmitted to the Secretary of the Board if a member of the FBISTLCAAA Board of Directors changes employment during their term.



FBISTLCAAA Board of Directors Commitment Agreement

Please review the FBISTLCAAA Bylaws and Combined Code of Conduct and other Policies Document using the links below, sign the Document, and submit in conjunction with your application.

Reference

- [Bylaws](#)
- [Combined Code of Conduct and other Policies](#)
- [Alumni Resources](#)