



## FBI Louisville Citizens Academy Alumni Association 2023 Board of Directors Candidate Application

The FBI Louisville Citizens Academy Alumni Association is seeking nominations and applications for the Board of Directors. Applications will be reviewed and considered by the Nominating committee of the Board chaired by George Nix, Immediate Past President. Recommendations will be submitted to the Board of Directors for review and consideration. Terms of office begin January 1, 2023.

### **Section One: Contact Information**

Name: \_\_\_\_\_ CA Class Yr. & City: \_\_\_\_\_  
Home Address with City, State, and ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

### **Section Two: Qualifications**

- Are you currently a dues paid member of the FBI Louisville CAAA?                      YES                      NO
- Since your initial FBI background check, have you been convicted of any criminal charges?      YES                      NO
- Have you served on the board of a non-profit organization?                      YES                      NO
- On what boards do you serve or have previously served?      Positions Held?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Section Three: Interests, Expertise and Capabilities (check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Sponsorship and Fundraising      | <input type="checkbox"/> Communications (Newsletter, Social Media, etc.) |
| <input type="checkbox"/> Board and Leadership Development | <input type="checkbox"/> Team Leadership                                 |
| <input type="checkbox"/> Member Education and Programming | <input type="checkbox"/> Community Partnerships & Liaisons               |
| <input type="checkbox"/> Youth Outreach and Programming   | <input type="checkbox"/> Law Enforcement Events & Programming            |
| <input type="checkbox"/> Special Events Planning          | <input type="checkbox"/> Community Safety Outreach and Programming       |

Please describe your interest in serving on the Board of Directors and your personal vision of the future of the FBILCAA?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Section Four: Board Position (Please check the position/s you are applying for – see role descriptions on page 3)**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> President      | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Director       | <input type="checkbox"/>           |

**Section Five: Availability (Please check if you can reasonably commit to the requirements)**

- The Board of Directors is the governing body for the FBILCAAA and, in that role, oversees outreach programs, membership development and Chapter operations. As an all volunteer organization, board members are expected to participate in:
  - Board meetings and special Board meetings as may be called upon occasion. 75% attendance desired.
  - Member meetings and events. 75% attendance desired.
  - Chapter fundraising activities. 100% participation desired.
- Additionally, Board members are also expected to reasonably participate in outreach activities as organizers and volunteers. These duties and responsibilities are program specific and shared among Board and chapter members.
- Agree to sign and comply with FBI Louisville CAAA bylaws and policies regarding ethics, code of conduct, conflicts of interest, and sexual harassment.

Thank you for applying.

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

Printed Name: \_\_\_\_\_

Completed applications should be emailed to George Nix at: [pastpresident@fbilcaaa.org](mailto:pastpresident@fbilcaaa.org)

## **Board of Directors**

### Summary Role Descriptions

For clarification, to be considered for a Board position, an individual must be a Member who has paid his or her annual dues for the applicable period, who is in compliance with the current Bylaws and all applicable policies adopted by the FBI National CAAA or the Board, and is an individual who meets all applicable FBI requirements. Please see the FBI National Citizens Academy Alumni Association Membership Policy for Chapters posted on our website for a more complete definition.

Bylaws and associated documents are available for review at [www.fbilcaaa.org/resources](http://www.fbilcaaa.org/resources).

Following are summary descriptions of the roles and responsibilities of the Board positions whose terms commence January 1, 2023. For additional information, contact George Nix at [pastpresident@fbilcaaa.org](mailto:pastpresident@fbilcaaa.org).

#### President

The President of the Board of Directors presides at all Board, Executive Team, and Membership Business meetings, and also serves as an ex-officio member of all Chapter teams. This person is the principal liaison with the COS of the FBI Louisville Field Office and oversees the operational and outreach activities of the organization. The President works collaboratively with all members of the Board to ensure achievement of the organization's mission and goals in accordance with the annual Memorandum of Agreement (MOA) with the FBI Field Office and the FBI Louisville CAAA Strategic Plan. They proactively represent the organization at outreach, education, fundraising, and member engagement activities.

#### Vice President

The Vice President assists the President with operational oversight of FBI Louisville CAAA to ensure the Chapter accomplishes the mission and goals of the Association. This includes developing and monitoring the strategic plan, providing guidance and support to Directors and Team chairs, chairing and leading key Chapter initiatives, and carrying out the duties of the President, when absent.

#### Secretary

The Secretary shall attend all meetings of the Board, all meetings of the Executive Team, and all meetings of the Members and shall record all votes and record all minutes of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Members and all meetings of the Board.

#### Treasurer

The Treasurer provides for Board oversight of the financial management of the Association, including development of financial policies and internal controls, investments, banking, tax filings, budgeting, accounting, and financial reporting. They have custody of the corporate funds and securities; keeps full and accurate records of receipts, disbursements, assets, and liabilities; handle banking and financial transactions; manages the budget and financial reporting processes; and ensures filing of all required federal, state, and FBINCAA reports.

#### Director

Members of the Board of Directors oversee and manage the affairs of the Association in accordance with the Chapter's bylaws. Directors serve as chairs or co-chairs of governing and operational teams, and actively participate in development and implementation of community education outreach, and service projects, as well as membership programming and fundraising events.