

**BOARD MEMBER APPLICATION CHECKLIST
USNC UN WOMEN CHICAGO CHAPTER BOARD OF DIRECTORS**

Please submit all application materials before or by Tuesday, February 13, 2018, no later than 11: 59 p.m. (CST), to chichapterelections@gmail.com.

Due to the volume of applications, we will not be able to return any applications or supplemental materials to applicants.

Also, due to the volume of applications, we will only be able to follow up with applicants who are selected for in-person interviews. Please note that if selected for an in-person interview, you may be asked to submit at least one professional letter of recommendation before your interview.

A complete nomination package consists of the following items:

- Current resume or CV
- Complete application, including Statement of Interest responses
- Signed and dated Statement of Service

If you have any questions or concerns before submitting your application materials, feel to free to contact us at: chichapterelections@gmail.com. Every effort will be made to respond to your email query within 72 hours.

Thank you.

Skills, experience and interests (mark all that apply):

- | | |
|------------------------------------|--------------------------|
| Finance, accounting__ | Education, instruction__ |
| Personnel, human resources__ | Special events__ |
| Administration, management__ | Grant writing__ |
| Nonprofit experience__ | Fundraising__ |
| Community service__ | Outreach, advocacy__ |
| Policy development__ | Other _____ |
| Program evaluation__ | Other _____ |
| Public relations, communications__ | Other _____ |

Board members can expect to commit 8-10 hours per month (for board meetings and assigned duties per position). If elected to the board, can you meet this time commitment?

___ Yes ___ No

Board members can expect to seek silent auction items to assist the USNC-UN Women Chicago Chapter's fundraising efforts. If elected to the board, can you commit to seeking silent auction items for various USNC-UN Women Chicago Chapter events?

___ Yes ___ No

In the space provided, please briefly tell us anything else you would like to share.

Please list the name, phone number, and email address of at least two references. Please note that at least one of these references must be a professional reference.

Primary reference:

1. Email Address:
2. Phone Number:

Secondary reference:

1. Email Address
2. Phone Number:

Statement of Interest Questions

On separate Word or PDF documents, please answer the following three questions separately (For this, you should submit no more than one page for each answer.):

1. Review the position description (in your application package) for the position you are applying for. Provide a brief summary of any prior experience and skills that you possess and will be able to apply to this position.
2. How would the USNC-UN Women Chicago Chapter benefit from your involvement on the Board?
3. What involvement have you had in supporting either women's rights issues or international issues?

Thank you very much for applying.