

Bergen County Workforce Development Board

2018 Board of Directors Election Nomination Package

Accepting Nominations January 17, 2018 – March 16, 2018

OPEN SEATS

Chairperson (Term July 1, 2018 to June 30, 2020)

Vice-Chairperson (Term July 1, 2018 to June 30, 2020)

WELCOME

Every year, the members of the Bergen County Workforce Development Board are given the opportunity to vote for Board Officers. Each Officer is elected to serve a two (2) year term. Serving as an Officer of the Bergen WDB is an honor and a privilege. As someone considers his/her interest and ability to serve in this capacity, it is essential that they are familiar with the responsibilities and expectations for their position of interest. Being a Board Officer involves not only participation in the quarterly Board meetings and monthly Executive Committee meetings, it represents an opportunity to define the vision and provide the direction for the Bergen WDB.

The Bergen WDB is seeking nominations for the following positions:

- Chairperson (Term July 1, 2018 to June 30, 2020)
- Vice-Chairperson (Term July 1, 2018 to June 30, 2020)

To be considered for a Board Officer elective position, apply using the petition process described herein. All documentation provided in this packet must be completed and deadlines met to be eligible for consideration. **NOMINATIONS WILL NOT BE ALLOWED FROM THE FLOOR AND WRITE-INS WILL NOT BE ACCEPTED.**

Voting will be conducted by signed ballot at the second regular meeting on Thursday, May 10, 2018.

The Governance Committee will review all submittals for completeness, accuracy, and eligibility. All eligible nominees will be added to the election ballot.

Nomination Packet submission checklist:

- Application to Stand for Elective Office
- Petition of Support signed by a minimum of two (2) Bergen WDB Board Members other than the nominee
- Signed Conflict of Interest & Code of Conduct Policy Annual Statement (available from WDB Office)
- Headshot of the nominee (color preferred; suitable for printing)
- Nominee Resume, Biography, or CV

Please make sure your name is on any additional sheets provided as part of your completed nomination packet. We encourage nominees to ensure the accuracy and completeness of their nomination packet, as responses will be published as written. All materials become property of the Bergen WDB and will not be returned.

Sincerely,

Bergen WDB Governance Committee

**All Nomination Packets must be received by the Bergen WDB no later than
4:00 PM on March 16, 2018 – No Exceptions**

Bergen County Workforce Development Board
Attn: Carol Polack, 60 State Street, Room 200 (2nd Floor), Hackensack, NJ 07601
T: (201) 343-8830 x4093 | F: (201) 996-6975 | Email: carpol@bergen.org

OFFICER JOB DESCRIPTIONS & EXPECTATIONS

Primary Expectations

- Attend all regular quarterly and special meetings of the Board when notified, unless prevented by circumstances beyond control. Failure to attend two (2) meetings in a calendar year may lead to dismissal.
- Attend all monthly Executive Committee meetings when notified, unless prevented by circumstances beyond my control.
- Participate to the best of ability in determination of policy and other matters coming before the Board, give full attention to problems of the Bergen WDB, and vote on all issues submitted or proposed for Board action.
- Disclose any conflict of interest to the Board and refrain from voting on issues related to such conflict.
- Continually seek to learn more about the Bergen WDB organization, its roles and responsibilities, and about individual responsibilities as a Board member.

Job Descriptions

Chairperson

The Chairperson shall preside at each meeting of the Members, in general supervise all business affairs of the Bergen WDB, and perform such other duties as may from time to time be assigned to him/her by the Members. The Chairperson shall be selected from among the Members who are representatives of the private sector.

Vice Chairperson

The Vice Chairperson shall perform all the duties of the Chairperson in the event of the Chairperson's absence, and all other duties as from time to time may be assigned to him/her by the Members or the Chairperson. The position of Vice Chairperson must be held by a private sector representative.

Nominee Biographical Information & Form Instructions

In addition to the information provided herein, please attach a detailed resume, biography, or CV; AND a photo.

You are solely responsible for the content of your submitted materials (including grammar, spelling and punctuation), and Bergen WDB staff will not proofread, edit or otherwise alter any materials. You may submit revisions to biographical materials until the deadline for submittal.

If you are confirmed as a candidate, the information you submit will be distributed to the Bergen WDB Members, and may be published on the Bergen WDB website or in Bergen WDB publications.

If the nomination materials are submitted as an attachment to an email, include your name and the position for which you are seeking nomination, in the subject field of your email. The Bergen WDB cannot accept your information in the body of an email.

All Nomination Materials must be received by 4:00 PM on March 16, 2018.

Mail or Hand Deliver Application Materials to:

ATTN: Carol Polack
Bergen WDB
60 State Street, Room 200 (2nd Floor)
Hackensack, NJ 07601

Email Application Materials as an Attachment to: carpol@bergen.org

For questions: Call Carol Polack at (201) 343-8830 x4093 or email to carpol@bergen.org

APPLICATION TO STAND FOR ELECTIVE OFFICE

APPLYING FOR (check only one):

- Chairperson Vice Chairperson

Full Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Email: _____

Company/Title: _____

How long have you been a member of the WDB: _____

Areas of Expertise/Special Skills (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Board Leadership | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Conflict Resolution |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Legal | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Administration/Business
Management | <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Public Policy/Advocacy |
| <input type="checkbox"/> Finance/Accounting | <input type="checkbox"/> Writing & Journalism | <input type="checkbox"/> Contacts/Networking |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Personnel/Human
Resources | |
| <input type="checkbox"/> Legislative/Regulatory
Environments | <input type="checkbox"/> Fundraising/Development | |
| | <input type="checkbox"/> Academic | |

Professional Background (check all that apply):

- For-Profit Business
 Government
 Non-Profit Organization

Professional Affiliations:

Additional information that may be helpful in ascertaining qualifications to serve:

Briefly discuss your reasons for wanting to be an Officer of the Bergen WDB?

Personal Statement/Experience/Objectives most relevant to the Bergen WDB: (Please limit statements to 250 words or less. For ease of submission, a separate sheet may be attached; please include your full name on any additional sheets)

My signature below: (1) authorizes Bergen WDB to publish my photograph and biographical information on the website and other publications as needed; (2) attests to my understanding of the all information provided herein; (3) indicates my acceptance of, and willingness to perform to the best of my ability, all duties and responsibilities of the position sought, if elected; (4) and certifies that all information provided by me is accurate and complete.

Nominee Signature: _____ **Date:** _____

PETITION OF SUPPORT

We, the undersigned, certify that we are eligible voting members of the Bergen County Workforce Development Board and request that _____ be listed on the ballot for the 2018 Annual Election.

Two (2) board member signatures are needed.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____