

Application Instructions

Submit the following documents to info@ngma.org:

- Board of Directors Application Form
- Resume
- Photo (high-resolution professional photo)

Declaration

I nominate myself for a three-year term on NGMA's Board of Directors beginning May 1.

Name:

Organization:

Title:

Date:

E-Signature: _____

Candidate Questions

Please respond to the questions in narrative form. This statement should demonstrate your current awareness of vital industry issues and your leadership ability related to your approach or suggestions for addressing the issue. Your responses will be shared on NGMA's website as a resource to voting members.

1. Brief background statement including education, training and career path: (Max 175 words)

Candidate Questions

4. Please describe what governance skill sets you will bring to the NGMA board: (Max 175 words)

5. Describe what additional skills/knowledge/strengths you will bring to the NGMA board: (Max 175 words)

Attestation

I, _____ acknowledge and have read and understand the NGMA Board Member Roles & Responsibilities below.

NGMA Board Member Roles & Responsibilities

Understand and Represent NGMA

- Support NGMA's mission, purposes, goals, programs and partners
- Aware of the roles and current activities and accomplishments of NGMA staff
- Understand and adhere to NGMA's Bylaws and governance policies
- Attend activities and events sponsored by NGMA whenever possible

Active Participation and Communication

- Prepare for and actively participate in NGMA bi-monthly Board meetings and scheduled committee meetings, including appropriate NGMA activities
- Actively serve on and make regular contributions to the work of the Board Committees
- Ask timely and substantive questions at Board and committee meetings consistent with personal conscience, convictions and ethics while supporting the majority decision on issues decided by the Board
- Understand and adhere to NGMA's use of a consent agenda at Board meetings to ensure the majority of the meeting is focused on strategic goals and current challenges
- Maintain active communication with fellow Board Members, Chairs, NGMA Leadership and Staff to ensure completion of projects and committee assignments and to facilitate decision making of committees and the Board
- Maintain confidentiality of the Board's discussions and speak for the Board and/or NGMA only when authorized to do so
- Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are addressed

Provide Strategic Guidance

- Participate in periodic strategic planning discussions to assess NGMA's strengths and make informed recommendations for improvement or future investments in the organization
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the progress of NGMA

Ensure Fiscal Stability of NGMA

- Exercise sound fiscal practices with the Board's Finance Committee providing regular updates to the Board through the consent agenda
- Read and understand NGMA financial statements and otherwise help the Board fulfill its fiduciary responsibility
- Support investments to achieve NGMA goals by allowing the Executive Director to make necessary adjustments once the budget has been approved
- Understand the revenue models that support a membership-based association like NGMA and how its financial policies and guidance may differ from other organizations (i.e. government, nonprofit, consulting firms, etc.).
- Participate in review of Finance Committee recommendations for NGMA's annual budget to ensure it is consistent with and will help achieve NGMA's vision, mission and planned activities
- Assist with timely response and completion of NGMA's Form 990 as requested by the bookkeeper

Avoid Conflicts

- Avoid conflicts by serving NGMA as a whole rather than any special interest group or constituency
- Avoid the appearance of a conflict of interest that might compromise the Board of NGMA, and disclose any possible conflicts to the Board in a timely fashion
- Complete the Conflict of Interest and Confidentiality Agreement annually