



Board of Directors Nomination & Application Process

FEI's mission is to advance the success of senior level financial executives, the organizations they serve, and the profession. We're a leading international organization offering exclusive benefits for over 10,000 members - from networking events to career advancement, professional development, and more. FEI Twin Cities is one of the largest chapters and has 300+ members located throughout Minnesota.

FEI Twin Cities seeks new candidates to fill open Board and Committee positions. We are looking for candidates who have been supporters of FEI including FEI members, Strategic Partners and other volunteers.

The Board and Committee General Expectations document (page 3) is designed to provide information regarding Board obligations and Committee assignments. Board terms are set forth in our Bylaws, and expectations are that individuals elected to specific Board positions would generally serve in those positions for a period of three years (July 1 – June 30). Our goal is to provide flexibility but enough structure so that approximately 1/3 of the Board changes their specific role every year. We encourage Board members to experience multiple Board roles over time.

Nomination Process:

If you are interested in becoming a new Board Member, please provide a resume highlighting your past and present volunteer experiences, membership with past and current civic and charitable organizations. Your resume should also include a brief statement of your occupational job skills.

Along with your resume, include your responses to the following:

1. I am interested in serving on the FEI Twin Cities Board of Directors because...
2. I believe that my skills and experience in _____ (for example - marketing, membership development, fundraising, etc.) would benefit the Board of Directors because...
3. If elected to serve on the Board of Directors, I would be most interested in serving in these types of capacities: _____ (for example - marketing, membership development, fundraising, etc.).

Please note that submitting information does not guarantee Board placement. The Governance and Nominating Advisory Committee will review applicants with respect to the needs of the current Board of Directors. This includes, but is not limited to, skills needed to carry out Board functions and strategic plans, representation of various groups, and ability to represent different cultures, values, opinions and perspectives.

Submit your information to Governance and Nominating Advisory Committee Chair, Anita Moulton at anitapmoulton@gmail.com or to FEI Twin Cities Executive Director Brad Pappas at bpappas@feitwincities.com. Please feel free to reach out to Anita or Brad with questions. Incomplete nomination materials submitted will not be considered.

The Governance and Nominating Advisory Committee will make its nomination recommendations to the current Board of Directors. In accordance with the Bylaws, Directors are generally elected by the Membership at the Annual Meeting of the Members, but they may be elected at other times as provided in the Bylaws. You will be notified of the Board's decision.

Board and Committee General Expectations ^{Note 1}

How We Work

We foster a collegial environment and encourage engagement and fun. Everyone has constraints. We encourage Board and Committee Members to consider Co-Chair structures for sharing responsibilities and to raise their hands when they need more resources to get the job done. This is how we work as a team.

Time Commitment

Time Commitment will vary by role and by time of year, but our objective is to break the work into small well-defined, well-documented, easily accomplished tasks so our Board and Committee members can select the volume of work that fits their schedule.

Membership

- Membership: Board members are required to maintain membership in Financial Executives International.

Attendance

Attendance is expected for all Board meetings and committees you are on. Any planned absences are to be communicated with the President for Board meetings and the Committee Chair for any committees you are on.

- **Board Members Participation:**
 - Monthly Board Meetings - Meetings are generally the third Monday of each month (subject to change) at 5 p.m. Depending on agenda, meetings typically end between 7 and 7:15 p.m. Meetings are held in locations around the Twin Cities with a call-in option available for occasional use.
 - Special Board Meetings as called by President.
 - Committee Meetings – please note that many Board Members serve on a committee, generally in a leadership role
 - Other meetings as appropriate
 - As a volunteer at events (as needed)
 - Annual FEI Summit Conference (2-3 days hosted by a US FEI Chapter in their city)
 - Board members will be contacted, and may be asked to resign, following three missed Board and/or Committee meetings

Volunteering at and attending FEI Twin Cities events is encouraged for all Board and Committee members including but not limited to monthly events, professional development sessions and career management sessions whenever possible.



Typical FEI Twin Cities Member Programming

- **Monthly Meetings**
- Social functions
- Professional Development Sessions
- Career Management Workshops
- Women's Coffee and Networking Events
- Emerging Professionals Meetings (new)
- New Member Orientations
- Strategic Partners Receptions and Brainstorming
- Diversity & Inclusion Events
- In-transition Networking Meetings
- Trusted Peer Groups

Committees

Executive Committee: Membership is as defined in the Bylaws - meets on an ad-hoc basis to accommodate items between board meetings.

Membership – Recruitment: Strengthen FEI Twin Cities Chapter by recruiting and communicating with potential new members to highlight FEI benefits and encourage membership. Activities include reaching out to potential new members to gauge interest in membership; ensuring potential members get relevant materials, greet guests at meetings and introduce to other members; follow up with guests from meetings and work with the engagement committee as appropriate.

Membership – Engagement and Retention: The Engagement Committee is dedicated to helping members get the most from their membership. Committee members connect with fellow members, communicate engagement opportunities and work with members to identify opportunities that align with the member's objectives. In addition, these volunteers assist with event registration and serve as greeters to welcome members and guests. Retention activities include reaching out to members at risk of severing or whose membership has ended, to recapture membership when possible.

Membership Diversity, Equity and Inclusion: Support our efforts to create awareness, inclusion and a welcoming environment that addresses the needs of a diverse membership.

Corporate Membership: Build awareness with Strategic Partners and local FEI members about the benefits of corporate membership, collaborate with FEI National and others on potential candidates, provide outreach and materials to prospective companies, assist new corporate members with the application process and onboarding.



fei

twin cities chapter

connecting financial executives

Programming: Arrange for topics and speakers that are relevant to the membership, execute events with a WOW factor at a variety of local venues, use technology to engage members, partner with other organizations to increase networking opportunities for our members, obtain speaker information.

Women's Programming: Help plan women's events and programming to engage our women members. Current programming includes a Women's Coffee and special women's events.

Emerging Professionals: Help plan events and programming to engage young professionals. Determine topics, time and locations, assist in day-of details.

Professional Development: Assist in developing cutting-edge professional development sessions to ensure members are kept ahead of the ever-changing landscape for finance professionals. Participate in the selection of speakers, and topics for seminars, roundtables and panels.

Career Management: Plan educational and networking meetings to help senior finance professionals manage and advance their career; develop career resources and tools to assist members, connect and collaborate with organizations and groups to build a job posting listing.

Golf Tournament: Plan and execute a golf tournament to provide opportunities for golfers to network with other senior finance leaders, strategic partners and others. Determine location, recruit golfers and sponsors, assist with day-of details.

Marketing and Communication: Assist in enhancing the visibility and brand of FEI Twin Cities. This includes creating/reviewing a marketing and communications plan, reviewing marketing materials to ensure effectiveness, ensuring the website is accurate and up to date and selecting vendors as appropriate to execute plan.

Strategic Partners: Maintain communication with our Strategic Partners to ensure a successful collaboration, identify sponsorship opportunities with appropriate candidates; recruit and secure partners as appropriate; review and evaluate strategic sponsor performance throughout the year, plan a strategic partner thank you and reception.

Governance and Nominating Advisory Committee: Provide the Board with advice as to the director resources that permit the Board to exercise its responsibilities for governance at the highest level of excellence, and to maintain intense mission focus to weave the strategic responsibilities of FEI Twin Cities together with the selection, training and organizing of the FEI Twin Cities' Directors. The Governance & Nominating Advisory Committee has been established as a standing Advisory Committee of the Board, and its advice is subject in all respects to the Bylaws of the corporation.



FEI National and FERF Liaison: Keep Board and membership informed of FEI National news and updates.

Trusted Peer Groups: Keep Board informed of Trusted Peer Group activities, recruit and onboard members, communicate with existing members as needed, provide liaison between vendor/facilitator and Board, ensure payment is collected from members as appropriate.

Strategic Association Alliances: Strengthen FEI Twin Cities Chapter relationships with other associations in the Twin Cities. Committee members connect with leaders of other associations to build strategic working arrangements, such as co-promotion or co-sponsorship of events, joint membership benefits, content sharing, etc. Build awareness of each other's organization among all members.

Other Committees as deemed appropriate by the Board.

Thank you for doing your part to help us achieve our mission:
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the organizations they serve, and the profession as a whole.

Note 1: In the event of a conflict between this document and the Bylaws, the provisions of the Bylaws will govern.