

INTENT TO SEEK ELECTION PACKET

All candidates for International elective positions must file an "Intent to Seek Election" form according to the instructions appearing with the form. Candidates must meet the qualifications as outlined in the Bylaws. Each person considering running for the Board should be familiar with The Ninety-Nines, Inc. governing documents. Other specific duties may be found in the Standing Rules. The Governing Documents (Articles of Incorporation, Bylaws, Standing Rules, SOP's and BOP's) are located in the library in the Members Only Section of the Ninety-Nines website.

All Board members must attend three Board meetings per year. Two of these sessions are held at International Headquarters in Oklahoma City, or another location designated in advance of the meeting, and require at least four days of the member's time; the other Board meeting is held at the site of the Annual International Conference and requires members to arrive one or two days early. A stipend to cover some of the expenses is allocated each year in the annual budget. The stipend may be used for travel expenses and hotel for International Board Of Directors related travel.

Serving as a member of the Board requires substantial time and constant communication with other members and with the membership in general. Each member of the Board must possess excellent communication skills and should have regular access to computer(s) and the internet. Board member are expected to write all reports to other Board members after representing the President at a Section meeting or other meetings she may be required to attend. Additionally, each Director acts as a liaison with one or more International Committees of The Ninety-Nines and is expected to attend as many Section meetings as possible.

The responsibilities of each elective position – Officers, Directors and Nominating Committee members - is available [here](#). Please read them and understand prior to submitting an "Intent to Seek Election" form. If you have any questions, contact an individual who has or is serving in the position you seek.

To be considered for elective office, follow these steps if submitting electronically:

1. Read the requirements in this intent packet and refer to the 'Elected Position Requirements' included.
2. Complete the one-page "Intent to Seek Election" form.
3. Prepare a position statement of not more than 250 words to include the candidate's personal and professional qualifications for the position sought, history of participation in the organization, philosophy of goals for the organization and goals for contribution to be made to the office sought. Refer to SR VII (2) for further guidelines. The position statement along with your color photo will appear in the 99s magazine and on The Ninety-Nines website.
4. Complete a resume of not more than two pages.
5. Select one high resolution (at least 300 dpi) color head and shoulders photo.
6. Send the above four items, **each as its own separate file**, to nominating@ninety-nines.org or to the Headquarters Manager in Oklahoma City and to each of the members of the Nominating Committee.

Deadline for Submission is December 31.

Note: If submitting documents other than electronically, prepare six packets of the above documents and submit to the HQ Mgr and each Nominating Committee member so that they are received by December 31.

Prepared August 19, 2023

INTENT TO SEEK ELECTION

OFFICE SOUGHT _____

Name _____

Address _____

Phone _____ **Cell** _____ **Fax** _____

Email _____ **99 Continuous Member since** _____

Chapter _____ **Section** _____

Total Hours _____ **Ratings** _____

SERVICE TO 99s, include dates. (Use another page if necessary)

Chapter (offices, committees) _____

Section (offices, committees) _____

International (offices, committees) _____

Number of International Conferences attended in past 5 years _____

Number of Section Meetings attended in past 5 years _____

Number of International Board Meetings attended in past 5 years _____

Special aviation related awards _____

Membership in aviation related organizations and offices held _____

Occupation(s) and/or other training or experience related to office sought. (Attach resume)

Check here to allow "Intent to Seek Election" form and resume to be posted in the Members Area of The 99s website.

I understand this notice constitutes authority to advise Members, Chapters and Sections of my intent to seek election, and that I meet all eligibility requirements for the office being sought.

Signature _____ **Date** _____

**DEADLINE FOR RECEIPT BY THE NOMINATING COMMITTEE
(nominating@ninety-nines.org) DECEMBER 31, 2023**

INTENT TO SEEK ELECTION PROCEDURES

The "Intent to Seek Election" form is required of all those who wish to be considered by the Nominating Committee for an elected position. The qualifications for elected offices are found in the Bylaws and Standing Rules (in the Members Area of The Ninety-Nines website or printed in the Membership Directory) and referred below. Check them carefully before submitting the "Intent" form.

To be considered for elective position all candidates must prepare and submit the following:

1. **"Intent to Seek Election" form. You may not seek or state endorsements by Chapters, Sections, or the International Board of Directors.**
2. **A position statement of no more than 250 words. The position statement will appear in the *NinetyNines* magazine.**
3. **A resume, no more than two pages in length.**
4. **Two (2) recent color photos in highest resolution possible. (Head and shoulders shot preferred.) Only one photo required if submitting a digital photo. Digital photos sent electronically should be high resolution (minimum 300 dpi or better.)**

You are encouraged to submit all documents (1-4 above) electronically via email to HQ and each member of the Nominating Committee (nominating@ninety-nines.org - goes to all members of the committee) which **MUST BE RECEIVED ON OR BEFORE DECEMBER 31, 2023** or be hand-delivered no later than **DECEMBER 31, 2023**. In such case, you must submit the original documents, including two (2) color original photos to HQ and one copy of each document and a photocopy of the photo to each of the five members of the Nominating Committee as follows:

Virginie Rollin
712 N San Marcos Dr
Mountain House, CA 9
(c) 386-846-4990
virginierollin85@gmail.com
Southwest Section

Karissa Davan
P.O. Box 205
Phippsburg, ME 04562
(c) 919-601-3566
thedavansemail@gmail.com
New England Section

Mae Marquet
132 Milan Circle
Lafayette, LA 70508
(c) 337-344-3654
maemarquet@gmail.com
Southeast Section

Lin Caywood
108 Rose Garden Way
Frederick, MD 21702
(c) 301-471-9103
99lin@comcast.net
Mid Atlantic Section

Margaret H. Wint
2730 Hickorywood Ln SE
Grand Rapids, MI 49546-7433
(c) 616-540-4113
magwint@hotmail.com
North Central Section

NINETY-NINES HEADQUARTERS
PO Box 950374
Oklahoma City, OK 73159-0374
hq@ninety-nines.org

APPLICABLE BYLAWS AND STANDING RULES

Bylaws –
Article VII– International Officers
Article VIII – International Board of Directors
Article IX – Trusts
Article X – Nominations, Elections and Removals

Standing Rules –
SR VIII – Nominations, Elections & Procedures
SR X, 2. – Nominating (Committee)

ELECTED POSITION REQUIREMENTS

THE PRESIDENT represents The Ninety- Nines at all meetings and public appearances and must be able to communicate verbally. She formulates matters of policy and must be willing to spend time away from home on the business of the organization.

She is given a yearly expense budget which she may use to help on support services, travel costs or other items consistent with the [reimbursement policy](#), found in the members only section of the web site. She is an ex-official member of all International Committees except the Nominating and Grievance Committees. She is responsible for conducting the Annual Business Meeting and other such meetings as may be necessary. She must strive to attend all Section meetings at least once during her term. She should maintain good communications with the overseas sections and members and, if possible, should meet with overseas members in their sections or countries. The President also writes a column for each issue of the 99s Magazine and answers voluminous amounts of correspondence.

THE VICE PRESIDENT serves as a member of the Finance Committee and serves in the place of the President whenever necessary. She serves as the primary liaison with Section governors and serves on any of the International Committees at the request of the President. When requested to do so, she represents the President, and, therefore, The Ninety-Nines. She understudies the President, and they work in close harmony on various long-range goals and objectives of the organization. She assists other officers in their duties and aids in the harmonious operations of the Board.

THE SECRETARY is responsible for the recording and transcribing off all minutes of the corporate Board meetings in the approved format and forwarding them within thirty days of any meeting. She is responsible for the recording and transcription of the full and condensed minutes of the Annual Business Meeting.

She is required to handle correspondence at the request of the President, and she must stay in constant communication with International Committees and Headquarters staff. She is responsible for obtaining all reports from the various International Committees and forwarding them to the site of the Annual Meeting for inclusion in delegates' packets. She should have access to the necessary computer equipment and should possess good writing skills.

THE TREASURER must be able to analyze and produce corporate financial statements and be proficient at analyzing computer financial information. She chairs the Finance Committee and prepares a proposed budget for the spring Board meeting.

She is responsible for compiling all financial information and providing the Board with accurate financial statements on a regular basis. She prepares and/or presents the following items for the Annual Meeting: Adopted Budget, Budget Comparison, Headquarters Balance Sheets and Income Statements along with balance sheets and income statements for the various trusts. She also assists the Headquarters Manager with accounts analysis. Her job requires her to be in constant communication with all International Committees and Headquarters staff.

THE NON-OFFICER DIRECTORS are just as vital to the Board as the officers. They must be capable of organizing and following through with special projects. They serve on Board Committees at the request of the President. They frequently represent the President at a Section meeting and should be accorded the amenities normally accorded the President. Each non-officer

Board member should become familiar with the functions of the officers and the Headquarters staff and should be willing to move into an officer position should one become vacant.

THE IMMEDIATE PAST PRESIDENT serves on the Board for one term after her presidency. She maintains the Board Operating Procedures. The Immediate Past President serves on special committees, Board committees and accepts special assignments at the request of the President. She is an advisor to the President, assisting in the continuity of the Board.

THE NOMINATING COMMITTEE members are responsible for presenting candidates for all elective positions. They need to know the requirements for each position and be able to communicate what will be expected of those volunteering. Committee members must be active at Chapter and Section levels and identify individuals to serve at the international level. From resumes, letters of recommendation and personal contacts, the committee becomes custodian of very personal information about candidates.

It is the committee's responsibility to prepare and update suitable forms; supply copies of qualifications; provide photos and brief biographies of candidates and newly elected members and prepare other articles as appropriate to meet deadlines for the 99s magazine. Most importantly, the committee verifies that all candidates who submit an "Intent to Seek Election" form are qualified and meet the requirements specified in the Bylaws and Standing Rules prior to sending it on to the Board or the Election Procedures Chairman.

Note: Members of the International Board of Directors (President, Vice-President, Secretary, Treasurer and Directors) may submit 99s-related expenses for reimbursement per the [Reimbursement Policy](#). The amount of the stipend is subject to change.