

To: All Volunteers  
From: Mike McKenzie  
Re: Available Position on the Executive Committee  
Date: June 15, 2021

According to our organizational structure, the Executive Committee of the National Board of Directors includes members elected by our chapters to serve for staggered terms.

At the present time, these positions are due to be filled in September 2021:

- Treasurer
- Vice President
- Chapter Representative 3 year term

At the Board of Directors' meeting being held this September 25th, an election will be held to fill the above positions which expire this year.

In order to be considered as a candidate this position, the following criteria must be met:

- Candidates must agree to a term of 3 years.
- Candidates must be committed to enforcing the policies, procedures, rules and regulations established by The Dream Factory, Inc.
- Candidates must agree to be responsible for their expenses to attend four meetings each year, two of which are normally by teleconference. Depending on the chapter's ratio of program services versus administrative costs, the expenses of attending these meetings may (but not necessarily) be approved for payment by the chapter's Board of Directors.
- **Candidates are required to be present at the meeting and share a statement. This statement should include the candidate's qualifications to serve on the Executive Committee as well as some background information about his/her contributions to further the efforts of their Dream Factory chapter**
- **Candidates must submit the nomination form accompanying this memo to National Headquarters before August 20, 2021.**

If you have any questions, please do not hesitate to contact me at 1.502.561.3001. Thanks!

Mike

Date: \_\_\_\_\_

## Nomination Form for Members of the Executive Committee

I would like my name to be placed in consideration as:

\_\_\_\_\_ Vice President, Executive Committee

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Chapter Representative to the National Executive Committee-3 year term

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail: \_\_\_\_\_ FAX: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Dream Factory Involvement:** \_\_\_\_\_ **Number of Years:** \_\_\_\_\_

Duties, Offices Held:

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Professional Background:

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Other Skills, Strengths, Talents:

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Return to National Headquarters no later than August 20, 2020! Thanks!