



## Board of Directors Candidate Response Form 2025

Each member of the Corporation who wishes to serve on the Board of Directors must complete and return this form to Ali Marinari ([amarinari@midatlanticrobotics.org](mailto:amarinari@midatlanticrobotics.org)) by 5:00PM EDT on Monday, April 28, 2025.

The Board of Directors is looking for individuals who can drive organizational and strategic improvements of the Corporation. The work of the Board of Directors is critical to the strategic and long term success of the Corporation.

For 2025, the Board of Directors is especially looking for candidates with strong non-profit financial experience, corporate governance, and experience in long term strategic success.

Once received, Candidate Response Forms will be reviewed by members of the Qualification Review Committee (QRC) for completeness. If any additional information or clarification is needed, the QRC will reach out to you via email.

The content of your responses will be used only by the QRC to present to the Board of Directors those candidates who meet the standards defined in the Bylaws of the Corporation. Once all candidates have met the Qualifications for Candidacy, a questionnaire will be provided to all candidates in the event an election will occur. Answers to the questions will be made available to the voting membership of the Corporation along with the voting ballot.

If you have any questions about your membership status, clearances or questions, contact Member Support @ [membersupport@midatlanticrobotics.org](mailto:membersupport@midatlanticrobotics.org)

|                          |  |
|--------------------------|--|
| Candidate Name:          |  |
| Candidate Phone Number:  |  |
| Candidate Email Address: |  |
| Candidate Address:       |  |



## Affirmation of Qualification for Candidacy

1. I affirm that ☐ **I AM** ☐ **I AM NOT** a current voting member of the Corporation.

If not a current voting member, I affirm that I have at least twelve (12) months of experience in line with the Corporation's purpose as defined in Article II of its bylaws, as outlined below:

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2. I further affirm that (check all that apply):

- ☐ I am at least 18 years of age.
- ☐ I have passed (or I am in the process of applying for/completing) all youth protection screenings required by all partner organizations of the Corporation (Act 15 and Youth Protection Screening).
- *For questions related to clearances, contact Member Support ([membersupport@midatlanticrobotics.org](mailto:membersupport@midatlanticrobotics.org)).*
  - *Applicable clearances need to be on file with the organization prior to an election (if occurring) or seating of the new Board.*
- ☐ I have adequate time to serve (estimated to be 10 hours per month) and commit to participate actively in the business of the Board.
- ☐ I have the capability to electronically receive, access, and transmit documents, messages and televideo communications.
- ☐ I hold no elected or appointed governance positions with, nor am I employed by, any organization that would cause a conflict of interest (e.g. *FIRST* Headquarters).
- ☐ I have not been subject to final disciplinary action assessed via the formal process outlined in Article IX (Member Discipline) of the Corporation's Bylaws.

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Signature of Candidate

Current bylaws of the Corporation are available at:

<https://midatlanticrobotics.com/downloads/mid-atlantic-robotics-documents/>



## **Job Description: Director**

### **Duties**

- Comply with the Purpose of the Corporation as set forth in its Articles of Incorporation and in the Corporate Bylaws, as well as with Federal, State, and municipal law.
- Determine, update, and support the mission, vision, and values of the Corporation as appropriate.
- Participate in each meeting of the Board...whether a regular meeting or one called for a special purpose.
- Prepare for each Board meeting by reviewing distributed agenda and accompanying documents. As necessary, seek desired clarification of an item before the meeting.
- Conduct oneself ethically and civilly, and act in good faith.
- Set policy for the Corporation, which may include debating issues conscientiously, but – when a decision is reached – support the outcome whether or not you voted for it.
- Supervise fiduciary matters of the Corporation, including review of proposed budgets, contractual obligations, and the annual audit.
- Conscientiously support fund-raising activity to the best of your ability.
- Ensure compliance with all policies adopted by the Board, including – but not restricted to - those related to conflict of interest, disciplinary action, and confidentiality.
- Safeguard documents and other intellectual property of the Corporation, which are not intended for public access.
- Contribute to a favorable public image of the Corporation in your contacts with the media, support contractors, the communities in which activities of the Corporation are conducted, etc.
- Participate in the election of the members of the Executive Committee as defined in the Bylaws. If practicable, make yourself available to serve in one of the positions.
- Be accessible to stakeholders of the Corporation, e.g. members, volunteers, donors, etc.

### **Desired Skills & Characteristics**

- Be known for conducting yourself ethically, politely, and cooperatively.
- Be ambitious in wanting to help but realistic in not taking on too much.
- Be able to participate in a group to effectively achieve results.
- Have a working understanding of financial documents like revenue & expense statements.
- Be willing to be coached about duties, Corporate Bylaws and policies, parliamentary procedure, and other aspects of performing your duties effectively.
- Be able to communicate electronically and have access to popular computer programs.
- Be willing to defer personal feelings to the welfare of the organization.
- Be familiar with the *FIRST* organization generally