

HFTP NOMINATING COMMITTEE — PERSONAL DATA FORM

I. General Information

1. Name: _____
2. Title: _____
3. Employer: _____
4. Office Address: _____
5. Office Phone: _____
6. Cell Phone: _____
7. Email: _____
8. Fax: _____
9. Designations: CHAE CHTP CPA CHA
Others _____
10. Type of Business:

<input type="checkbox"/> Casino	<input type="checkbox"/> Hotel
<input type="checkbox"/> Club	<input type="checkbox"/> Management Services
<input type="checkbox"/> College/University	<input type="checkbox"/> Resort
<input type="checkbox"/> CPA Firm	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Cruise Line	<input type="checkbox"/> Other _____
11. How long have you been a HFTP member? _____

II. Professional Activities (If necessary, attach additional sheets.)

1. Educational background (degrees, honors earned)

2. Participation in continuing education (participation in professional development seminars, association meetings, etc.)

3. Employment History (list organizations where you have worked, dates of employment and position title. Provide the three most recent employers.)

4. Membership and/or contributions to professional societies or trade organizations (such as AICPA, Chamber of Commerce, etc.)
5. What other boards, paid or unpaid, do you serve on?
6. Do you report directly or indirectly to anyone on the HFTP board of directors?
7. Does anyone on the HFTP board of directors report directly or indirectly to you?
8. Professional honors and awards received

III. HFTP Leadership

1. What is the most important trait of leadership?
2. Involvement in HFTP (international level activities)
3. Involvement in HFTP at the Chapter level?

I am aware of the date, time, and location of the scheduled Nominating Committee Meeting. I can attend the scheduled Nominating Committee Meeting, barring any unforeseen circumstances.

Signature

Date

Submit Application To:

HFTP | Director of Certification and Board Relations | 11709 Boulder Lane | STE 110 | Austin TX, 78726 | Fax 001 (512) 249-1533 | Email: Bryan.Wood@hftp.org | Questions (800) 646-4387 x29, 001 (512) 249 5333 x29

IDEAL CANDIDATE OF THE NOMINATING COMMITTEE

An ideal Nominating Committee member is.....

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|----------------------|--|
| A Participant | has been a member of the association for at least three years so they understand the goals and mission of the association. |
| Experienced | in the interview and selection process. |
| Knowledgeable | has knowledge of the hospitality industry and respected among their peers. |
| Discreet | proficient in dealing with confidential and sensitive matters. |
| Certified | has association industry certifications or has knowledge of the certification process. |
| Involved | active participant in association activities locally and/or international. |
| Committed | is able to commit time and resources to serve on the committee and should have support of their employer. |
| Creative | is able to be a macro thinker rather than a micro thinker. |
| Skilled | must have strong interpersonal skills. |

NOMINATING COMMITTEE AND NOMINATIONS SUMMARY PROCESS

1. Call for Nominating Committee Members is published for members to volunteer on this important committee. An intensified solicitation should be implemented; which would further illustrate the significance of this committee. The information should be published in the *Infoline* to solicit at the international level; and send the information to all chapter presidents for the presidents to solicit at the chapter level. The "Ideal Candidate of the Nominating Committee" sheet should be published with the call for nominating committee members. The date, time, and location of the meeting is to be published with the Nominating Committee applications.
2. Candidates for the Nominating Committee must fill out the "HFTP Nominating Committee Personal Data Form," which is located in the Leadership Resource Manual, as approved by the HFTP Board of Directors. They will also receive the "Nominating Committee Position Summary," the "Ideal Candidate of the Nominating Committee" information, and the "Nominating Committee and Nominations Summary Process" information sheets.
3. The President will present a slate of Nominating Committee members to the HFTP Board of Directors. The Board will then elect those who will serve on the Nominating Committee.
4. Once determined, the Nominating Committee members will receive the "Nominating Committee Position Summary."
5. HFTP will publish the names of the elected Nominating Committee and their task.
6. Call for HFTP Board of Directors/Officer Candidates is published for members and chapters to place names in nomination.
7. Board and Officer candidates are required to fill out the "HFTP Board/Officer Personal Data Form," which is located in the Leadership Resource Manual, as approved by the HFTP Board of Directors. They will also receive the "Director/Officer Position Descriptions," the "Ideal Candidate" information sheet, and the "Nominating Committee and Nominations Summary Process" information sheet.
8. The Nominating Committee will receive the Board/Officer applications.
9. In the Spring, the Nominating Committee will interview the Board and Secretary candidates. The Committee will also contact the current President for a broad based discussion on association matters. Vice President and Treasurer candidate interviews will only occur if the positions are challenged.
10. In accordance with Article VI, Section 1 of the association, bylaws, the Executive Committee will appoint the Board position prior to the Nominating Committee finalist interviews.
11. No later than July 1st, the Nominating Committee will conduct Board and Secretary candidate interviews in one day, one location (in a hub city i.e. Chicago, Dallas, Atlanta, Orlando, etc).
12. The Nominating Committee will present a slate of nominees for Officer and Director positions to the HFTP Board of Directors per the bylaws.
13. A session will be presented at the Annual Convention - "Running for the board, importance, how it works, what the boards role is, information on running for nominating committee, etc". HFTP will post this information on the HFTP website for those unable to attend.
14. When HFTP has more than three (3) qualified Executive Committee candidates applying for Executive Committee vacancies, the candidates must first have a phone screening interview with the Nominating Committee chair. The phone screening interview will consist of three (3) questions asked by the Nominating Committee chair. The phone screening interviews will be coordinated and recorded by the HFTP Staff.

15. After the completion of the phone screening interviews, the Nominating Committee chair will send the Executive Committee candidates' question responses (via HFTP Staff) to the members of the Nominating Committee. The Nominating Committee members will then select, by vote, the top three (3) Executive Committee candidates to be selected for face-to-face interviews. In the event of a tie, the Nominating Committee chair will vote.
16. Once the Nominating Committee members have selected the top three (3) Executive Committee candidates for face-to-face interviews, HFTP will then provide a travel expense supplement, in the amount of up to \$750.00, for face-to face interviews with the Nominating Committee. Only a maximum of three candidates will be offered this travel expense supplement.

All members running for a Board of Director vacancy are invited to have a face-to-face interview with the Nominating Committee, however; this will be at the member's expense. Skype, and/or teleconference interviews are also welcomed as a way of interviewing for a Board of Director vacancy.

This process should be reviewed annually with the Board and their role as mentors to identify leaders etc. and nurture them for future roles should be emphasized. This information would also be shared with the Nominating Committee prior to the beginning of the selection process.