



## NAPFA Application for National Board Service

NAPFA's Leadership Development Committee (LDC) is in search of high energy, passionate professionals to serve on the NAPFA National Board of Directors.

The LDC seeks qualified candidates who are currently leaders, or aspiring leaders, and have a commitment to comprehensive, Fee-Only financial planning. If you are interested in serving on NAPFA's National Board of Directors, please read through this document carefully, complete, and return to the NAPFA LDC Chair ([LDC@napfa.org](mailto:LDC@napfa.org)) on or before March 1<sup>st</sup>.

NAPFA benefits greatly from the spirit of volunteerism displayed by Board members. Past Board members say there are many benefits to serving on a Board:

- Enhance your career and NAPFA membership;
- Expand your leadership skills;
- Exchange ideas and perspectives with other planners;
- Expand your network of personal and professional contacts.

Please review NAPFA's Grand Goal and current Strategic Direction prior to completing this application.

## Requirements to Serve as a National Board Member

To serve on the National Board candidates must meet the following requirements:

- Candidate must be a NAPFA-Registered Financial Advisor in good standing;
- Candidate must have two years' experience on a NAPFA task force, committee, or Region Board (or any combination thereof);
- Candidate must be willing to relinquish any currently-held position on a NAPFA Region Board should the candidate be selected to serve on the National Board.

National Board Directors are required to:

- Serve a three-year term;
- Attend the National Conference for each term year;
- Attend all required Board meeting.

If chosen for National Board service, I hereby attest that I meet and accept the requirements stated.

---

**Member Signature**

---

**Date**

## National Board of Director's Roles and Responsibilities

- Understand the organization's mission, purposes, goals, policies, programs, services, strengths, and needs.
- Serve in leadership positions or undertake special assignments.
- Represent the interests of members and take ultimate responsibility in the success and long-term direction of the organization.
- Participate in and approve the strategic plan.
- Hire and/or terminate the Chief Executive Officer (CEO).
- Empower, protect, review, and hold the CEO accountable to his/her duties.
- Approve the annual budget.
- Determine by majority vote whether particular issues require a vote by the membership.
- Serve and represent the Organization's point of view.
- Prepare and deliver any written materials required for meetings to CEO so that distribution of materials can be made at least one week in advance of a Board meeting.
- Focus on policy and strategic level issues.
- Speak freely and openly internally – but with a goal of reaching consensus. However, once an issue has been decided, represent the organization as a whole by speaking with a unified voice.
- Maintain confidentiality of Board executive sessions and speak for the Board or organization only when authorized to do so.
- Use national staff for special projects only with prior consultation and approval by the CEO.
- Read and understand the organization's financial statements.
- Avoid conflicts of interest and maintain a sense of fairness.
- Be prepared for and attend meetings as follows:
  - i. Strategic Planning Meeting - Annual - Held in the summer prior to the beginning of each fiscal year at the National headquarters in Arlington Heights, IL. At this meeting, among other tasks, there is an orientation meeting for new Board members.
  - ii. First In-Person Board meeting - Annual - held in September/October at National headquarters in Arlington Heights, IL, to approve budget and strategic plan.
  - iii. Second In-Person Board meeting - Annual - held in January/February at National headquarters in Arlington Heights, IL, in which the Investment Policy Statement is reviewed.
  - iv. Third In-Person Board meeting - Annual - held in April/May just prior to the National Conference, in which the next NAPFA Chair will be elected.
  - v. Full Board Conference calls - Monthly - will be held each month where there is not an in-person meeting.

NOTE: Specific schedule adjusted as needed with approval of CEO and Board Chair.

**Attestation**

If chosen for National Board service, I hereby attest that I meet the requirements stated regarding the experience, the skills, and the time commitment required to fulfill this responsibility. I hereby attest that I have read the Roles and Responsibilities detailed on the previous page. I am prepared to serve and I agree that, if selected, I am completely committed to said roles and responsibilities of Board service. I accept and understand the requirements and expectations set forth by the National Board of Directors, NAPFA staff, and the Leadership Development Committee.

\_\_\_\_\_  
**Member Signature**

\_\_\_\_\_  
**Date**

**APPLICATION**

If, after reading and attesting to your experience, skills, responsibilities, and commitment level you wish to be considered to serve on NAPFA’s National Board, please complete the following questionnaire. Completed applications will be carefully reviewed by the LDC and candidates will also be interviewed by the LDC.

Please provide the following information. Provide attachment, if additional space is needed.

**Section One**

Name \_\_\_\_\_ Firm \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_  
Licenses held: \_\_\_\_\_  
NAPFA Membership Date: \_\_\_\_\_  
Professional designations \_\_\_\_\_  
Years in industry \_\_\_\_\_

**Section Two**

List past NAPFA service: (committees, conferences chaired/attended, Board positions held, task forces, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List reasons why you feel you would be an asset to the NAPFA National Board of Directors.

---

---

---

---

---

---

---

---

### Section Three

Please answer the following questions – Using a separate sheet of paper, restate each question and follow it with your response:

1. What are the unique strengths and passions you would bring to NAPFA's Board? (300 words maximum)
2. Describe yourself and how you can help further NAPFA's Mission.
3. What do you believe are the critical issues for the financial planning community during the next three to five years? (300 words maximum)
4. NAPFA's membership growth has averaged around 12% per annum for the last five to seven years. Do you think the organization should change its standards to increase membership growth, or stay the course? Please explain your position. (300 words maximum)
5. How would you promote the NAPFA-Registered Financial Advisor credential considering the limited resources and priorities of the organization? (300 words maximum)
6. What do you see as NAPFA's role in the financial planning industry going forward? (300 words maximum)
7. Electronically submit a photo in .jpg or .eps format.

### Section Four

If chosen for board service, please indicate your preferred committee/position/capacity of duties, if any; final decisions for positions chosen will rest with the Board Chair:

(Check all that apply, note if you have any strong preferences)

- |  |  |
|--|--|
| <input type="checkbox"/> Chair           | <input type="checkbox"/> NAPFA Consumer Education Foundation |
| <input type="checkbox"/> Treasurer       | <input type="checkbox"/> Membership                          |
| <input type="checkbox"/> Secretary       | <input type="checkbox"/> President's Council                 |
| <input type="checkbox"/> Industry Issues | <input type="checkbox"/> Professional Growth                 |
| <input type="checkbox"/> Public Policy   | <input type="checkbox"/> At Large                            |

**Section Five**

Are you aware of anything that might result in you or your firm being censured by a regulatory agency or charged with a criminal offense? If yes, please explain.

By signing below I attest that the information submitted in this document is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Member Signature**

\_\_\_\_\_  
**Date**

We prefer that you transmit your completed questionnaire via email to [LDC@napfa.org](mailto:LDC@napfa.org) using a Word document, not a pdf. Questionnaire responses that exceed the allocated word count will be returned for editing.