

***Confidential***

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*Thank you for your interest in the future of the American Composites Manufacturers Association. ACMA's Nominating Committee has an important task in identifying potential leaders to guide the future of the organization; they are particularly grateful for any assistance you can offer them. Priority in appointments is given to those who have not served on the Board previously.*

Before completing this form, you are asked to read the list of responsibilities of leaders of the organization that accompanies this form and the bylaws of the Association (on the ACMA web site at [www.acmanet.org](http://www.acmanet.org)) to assure familiarity of all that ACMA asks of its leaders.

**I. NOMINEE DATA (please fill out completely)**

Name

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Position in Company

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Company

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Street Address

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City

State/Province

Zip/Postal Code

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Phone

Fax

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Email

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**II. RELEVANT EXPERIENCE**

A. Please list nominee's experience with ACMA and its activities. Experience should include past committee or leadership positions, participation in seminars and programs, etc.

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B. Please list other industry experience (Boards, Committees, etc.)

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C. Please list other relevant experience.

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Name of Nominee:

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D. Please indicate level of personal qualifications:

Qualifications	Don't Know	Average	Good	Excellent
Vision for the Industry				
Relevant Knowledge				
Speaking Ability				
Writing Ability				
Cooperativeness				
Willingness to Work				
Time and Money to Serve				
Company Stability				
Company "Does it Right"				
Past Industry Contributions				

E. The nominee's greatest strength is:

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F. My primary reason for nominating this individual/self-nominating is:

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G. Please describe what procedures the nominee will need to follow to commit his/her company finances, or to commit it to actions and initiatives?

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Name of Nominee:

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**III. ADDITIONAL INFORMATION**

Nominee is aware that he/she has been nominated and is interested in serving:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

The individual is being nominated as a:

Supplier/Distributor: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

**NOMINATOR DATA**

Name

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Position in Company

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Company

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Street Address

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City

State/Province

Zip/Postal Code

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Phone

Fax

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Email

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**Please return this form to: ACMA Nominating Committee, American Composites Manufacturers Association,  
3033 Wilson Blvd., Suite 420, Arlington, VA 22201, FAX: (703) 525-0743**

## **American Composites Manufacturers Association Board of Directors Responsibilities and Characteristics**

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### **Basic Responsibilities of the Board of Directors**

- Determine the organization's mission and purpose
- Set policies that will drive the organization.
- Ensure effective organizational planning
- Ensure adequate resources
- See that the resources are managed effectively
- Determine and monitor the organization's programs and services
- Enhance the organization's public image
- Assess its own performance.

### **Personal Characteristics Considered by the Nominating Committee for Leadership Candidates**

#### Ability to:

Listen; analyze; think clearly and creatively; work well with people individually and in a group.

#### Willingness to:

Prepare for and attend Board meetings; ask questions; take responsibility and follow through on given assignments; open doors in the industry; and evaluate oneself. In addition, all volunteer leaders must be willing to provide for their own travel expenses associated with ACMA business. Board members are asked to serve on one of ACMA's committees, or Divisions, Alliances, or Councils. Additionally, members of the Board are urged to earn their CCT designation if they have not already done so.

#### To Possess:

Honesty; sensitivity and tolerance of differing views; a friendly, responsive and patient approach; personal integrity, a developed sense of values; and a concern for ACMA's development and future.

#### Develop Certain Skills if They Do Not Already Possess Them, Such as to:

Recruit potential members and potential future leaders, read and understand financial statements, learn more about the substantive areas of the Association.

### **Term of Service**

Those elected to the Board will serve a three year term, commencing July 1 and ending June 30. Those appointed to the Board to fill a vacancy will serve out the remainder of the term of the person being replaced.