

400 North Washington Street  
Suite 300  
Alexandria, VA 22314



info@dcadclub.com  
www.dcadclub.com  
703-683-5954

## Leadership Interest Application

Name \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Personal Phone \_\_\_\_\_

Email Address \_\_\_\_\_

List your DC Ad Club or related organization service (e.g., Board of Directors/committees/ volunteer activities).

Year(s)	Position	Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is your experience in the advertising/communications industry?

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

List any awards or recognition you have received.

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

List your leadership positions in other professional organizations, civic groups or charities.

Year(s)	Position	Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is your vision for the future of the DC Ad Club?

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What do you personally hope to achieve by being a DC Ad Club leader (e.g. Board Member, committee leader)?

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Areas of interest (committees)—*check up to three*

- ADDYs
- Advertising Week DC
- Communications/Social Media
- Golf Outing
- Membership/Member Engagement
- Programs/Professional Development
- Public Service
- Socials
- Student Outreach
- Sponsorship

### Board Expectations

***Note the expectations for the Board of Directors below. It is assumed that potential nominees submitting this application for consideration as a Board Member understand and are willing to meet these requirements. For information on the requirements of committee service, contact the DC Ad Club office (information below).***

### Job Summary

All directors share responsibility for the programs and fiscal integrity of the club. The directors provide planning and guidance for the DC Ad Club, institute and maintain its policies, assist in securing the financial resources required to sustain the organization, foster educational programs, and work to effectively market the organization and increase membership.

### **Group Responsibilities**

- Participate in establishing the policies and goals that guide the DC Ad Club's future.
- Approve new membership applications and appointments.
- Approve meeting minutes and monthly financial reports.
- Approve annual budget and any expenditures over \$2,000.
- Address grievances.
- Discipline members in cases of prejudicial or disruptive conduct.
- Fill vacancies on the Board of Directors by appropriate vote.
- Approve a nominating committee and election slate.
- Make all decisions related to Club policies, image, goals and finances.
- Review Bylaws amendments.

### **Individual Responsibilities**

- Attendance at 75% of the monthly meetings of the full Board of Directors (If a member fails to attend three meetings without a valid excuse, then the Board of Directors may remove him/her from the Board of Directors).
- Provide a written report on your committee activities in advance of each Board meeting.
- Actively participate in the budgeting process for your committee, including budget development and monitoring to ensure committee goals are met.
- Prepare an annual calendar of programs/events/activities in advance of the annual planning retreat (held in August)
- Chair/co-chair a standing committee of the Board.
- Actively participate in any fundraising campaigns to secure support for the DC Ad Club from corporations and individuals.
- Actively work toward the success of the membership recruitment and retention program.
- Actively contribute to the success of DC Ad Club programs and projects by providing input, encouraging attendance, assisting in sponsorship efforts, and attending programs and events.

### **Time Required**

- Monthly Board of Directors meeting.
- Other committee meetings as required.
- Attendance at DC Ad Club events and programs.
- Monthly report preparation and annual planning document.
- Budget preparation.

### **Qualifications**

- Member in good standing.
- Prior service on a committee is preferred.

Applications for the Board of Directors are continuously accepted. You can submit a brief bio in addition to this application. **Questions and applications can be addressed to:**

DC Ad Club  
Attn: Board Nominations  
400 North Washington, Suite 300  
Alexandria, VA 22314  
P: 703-683-5954  
F: 703-683-5480  
E: Carol@dcadclub.com