

APPENDIX I DESIRABLE ATTRIBUTES

To effectively serve the organization, candidates should consider their background, education, and experience with regard to the following desirable attributes:

1. **Leadership Skills:** MOAPCO is a sizable not-for-profit organization. Many of the Association's members volunteer their time and talent toward helping the Association achieve its goals. Candidates should consider their ability to serve as a top-level executive of such an organization.
2. **Budgeting Skills:** MOAPCO has a budget that supports widely varied goals and objectives. Candidates should consider their ability to develop and administer such a budget.
3. **Contracting Skills:** Officers on the Board should be familiar with the development of contracts for goods and/or services to include negotiating such contracts. They also should be familiar with the administration and enforcement of such contracts.
4. **Meeting Skills:** Officers on the Board either conduct meetings or represent MOAPCO in various meetings. Candidates should consider their interpersonal skills, negotiating skills, ability to work with a varied group of individuals, and ability to bring such a varied group to consensus.
5. **Communication Skills:** Officers on the Board represent MOAPCO in a variety of ways. These may include speaking to both large and small groups of people; presenting MOAPCO viewpoint to elected and appointed officials both verbally and in writing; and preparing statements and articles for publication in magazines, newspapers, and other media. Candidates should consider both their public speaking and writing skills.
6. **Ability to travel:** Officers on the Board represent MOAPCO at a variety of meetings and other functions which require travel throughout the state of Missouri and the United States.

APPENDIX II TIME COMMITMENT

To effectively serve MOAPCO, the Officers on the Board must dedicate a significant amount of time to the endeavor. In addition to frequent meetings with other Officers and various committees to discuss business matters, Officers are required to represent MOAPCO at various meetings and functions held by others. Candidates should consider the following:

1. Participation in the required meetings may consume various periods of time. Most are of one or two days in length; some are for an entire week; and a few are for a longer period of time.
2. Participation in the required meetings may require travel on Saturdays, Sundays, and/or Holidays.
3. To help minimize travel, some meetings may be conducted using telephone conference call facilities. Nonetheless, these meetings require time out of an Officer's Day and may last for a period of two or more hours.
4. The scheduling of most of these meetings is not a matter that can be controlled by the Officer. The Officers, however, have some flexibility as to which Officer(s) should attend a specific meeting or function
5. Officers on the Board are required to review large volumes of e-mail, regular mail, and other printed material. Officers are expected to respond to such material in a timely manner.
6. The commitment of time will extend over the entire period of time for which the Officer will serve. Normally, the time commitment is less while serving in the lower offices and increases as one moves upward toward becoming the President.
7. In considering the time commitment, members should include an evaluation of how it will affect their normal job duties, how it will affect their employer, and how it will affect their family and loved ones.

APPENDIX III

DECLARATION OF CANDIDACY

I have read Article V of the MOAPCO Bylaws and satisfy all requirements for serving as the _____ Contained therein.

Furthermore, I have read Appendix I (Desired Attributes) and fully understand the background, education and experience necessary to serve as a Board Officer. I believe I possess most, if not all, of those desirable attributes.

Furthermore, I have read Appendix II (Time Commitment) and fully understand the time commitment required as a Board Officer and hereby commit to satisfying those requirements over the term of my office.

Furthermore, I have discussed my candidacy with my supervisor and/or manager including a discussion of the support required from my employer. My employer has acknowledged its willingness to provide that support as evidence by the attached EMPLOYER’S CONCURRENCE OF CANDIDACY.

Therefore, I hereby submit my name as a candidate for the office identified below for election in the year listed.

PRINTED NAME: _____

MEMBERSHIP NUMBER: _____

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

OFFICE FOR WHICH I DESIRE TO BE A CANDIDATE: _____

FOR THE ELECTION OCCURRING IN THE YEAR: _____

Candidates for President and Executive Council Representative are required to have prior Missouri APCO Board experience. Provide a brief description of the most recent offices held and the terms of office satisfying this requirement:

List the most recent Annual Conference attended:

I am a member of the Association in good standing and I am a citizen of the United States of America.

SIGNED: _____ **DATE:** _____

APPENDIX IV

EMPLOYER’S CONCURRENCE OF CANDIDACY

_____ has discussed the desire to declare candidacy for election as the _____ of the Missouri Chapter of the Association of Public-Safety Communications Officials. As the candidate’s employer, I am keenly aware of the value in Missouri APCO’s mission and the honor of APCO service.

During our discussion, we reviewed the candidate’s need for strong support from the employer to effectively serve as an elected Officer on the Board. This support includes, but may not be limited to, the following:

1. The commitment of a significant amount of time to the performance of one’s duties as a Board Officer. This may include travel away from the workplace. It also may include time during the normal workday while at the workplace. The commitment of time will extend over the entire period that an individual serves as an Officer on the Board.
2. The need for the candidate to have access to telephone, facsimile, and mail service at the workplace during normal work hours.
3. The need for the candidate to have access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.

I hereby agree to provide the support identified above. I concur with my employee becoming a candidate for office in MOAPCO and, if elected, serving a full term as an Officer on the Board.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF AGENCY REPRESENTATIVE: _____

AGENCY NAME: _____