

**NATIONAL ASSOCIATION OF ESTATE PLANNERS & COUNCILS
BOARD OF DIRECTORS NOMINATION FORM**

TO: 2019 Nominating Committee
National Association of Estate Planners & Councils
1120 Chester Avenue, Suite 470
Cleveland, OH 44114

**DEADLINE
FRIDAY, JULY 12, 2019**

This information is designed to assist the nominating committee in selecting the most qualified leaders for the board of directors. It should be completed as fully and accurately as possible.

NAME _____

Date of Birth _____

Primary Professional Discipline (choose one, please)

Accountant Insurance/Financial
 Attorney Planning Professional Philanthropic Professional
 Trust Professional

Designation(s)/Degree(s) Held

AEP® CFA ChFC® CPA CSPG JD MST
 CAP® CFP® CLU® CPWA® CTFA MSFS

Please List Other Designation and/or Degrees _____

If not currently an Accredited Estate Planner® (AEP®) designee, have you reviewed the requirements and determined that you will be able to complete them (including coursework, if applicable) and submit an application within one year of joining the board of directors? Yes No

POSITION _____

FIRM/COMPANY _____

ADDRESS _____

HOME ADDRESS _____

TELEPHONE
(Business) _____ (Residence) _____ (Cellular) _____

Email _____

I am a member in good standing of the _____ Estate Planning Council.

I am current on all continuing education requirements required by all degrees/designations held Yes No

Educational Background — College(s) or University(ies) Attended

| | | | |
|-------------------------|-------|-------|-------|
| Name(s) of School(s) | _____ | _____ | _____ |
| Years Attended | _____ | _____ | _____ |
| Degree/Designation held | _____ | _____ | _____ |
| Graduation Date(s) | _____ | _____ | _____ |

List Other Professional/Trade Organizations to Which You Now Belong:

i.e. American Bar Association (including sections), American Institute of CPAs, Financial Planning Association, Society of Financial Service Professionals _____

Personal Background:

Percentage of Time Devoted to Estate Planning and Estate Planning Activities (See definition at http://www.naepc.org/assets/national/pdf/aep_definition.pdf):

Current year _____ Last Year _____ 2 Years Ago ___ 3 Years Ago ___ 4 Years Ago

Total Years of Experience in Estate Planning - _____

Local Council Leadership Activities — List offices held, committee activities and dates:

National Association of Estate Planners & Councils Activities—

Leadership Experience on Other Professional or Industry Boards — Please list offices and dates:

Civic, Community, and Charitable Leadership Experience — Please list offices and dates:

Professional Experience - Provide chronological resume for the last ten years of organizations worked for, positions held, and date starting with most recent position first, include a brief summary of responsibilities and accomplishments:

Dates: _____ Entity worked for: _____

Responsibilities and accomplishments:

Dates: _____ Entity worked for: _____

Responsibilities and accomplishments:

Dates: _____ Entity worked for: _____

Responsibilities and accomplishments:

Have you ever been the subject of any disciplinary action or investigation by either (1) a governing board, commission or other entity for any professional designation or certification currently or previously held or (2) any court of law or 3) any state or regulatory authority, for an act or omission that constitutes professional misconduct, whether ethical, civil, or criminal? Yes No

Have you, or a business you were related to, declared bankruptcy? Yes No

If yes to either previous question, please explain here and attach copies of reports, action history, etc.:

NOMINEE DISCLOSURE STATEMENT

I understand the substantial time commitment and activity requirements made of the members of NAEPC board of directors. I have no other commitments or issues which would prevent me from meeting those requirements. Also, I have never been convicted of a felony, and I have never had any state or federal financial or professional licenses suspended or revoked, except as I have disclosed herein. I have reviewed this nomination form, and the information contained herein is true and correct to the best of my knowledge and recollection.

Date

Signature of Nominee

This nomination will be officially kept on file before the Committee for a period beginning July 2019 and expiring July 2022.

Board Member Expectations

Meeting/Time Commitment

- Attend annual conference and associated board meeting (typically held in November).
 - Board meeting is one full day or a day and a half prior to the start of the annual conference.
 - Annual conference is three and one-half days consisting of the first day (annual meeting), also referred to as Council Leadership Day, and followed by two and one-half days of educational sessions.
- Attend mid-year board meeting.
 - This meeting is for either a day or a day and a half (typically Thursday/Friday or Friday only) and held generally during April or May of the calendar year.
- Actively participate in monthly full board meeting conference calls.
 - Currently scheduled the third Friday of the month at 10:30 to 11:30 am, Eastern Time, except, typically, for the months of the annual conference / board meeting and the mid-year board meeting.
 - Provide advance notice of expected absence to NAEPC staff if attendance is not possible. If absences are excessive and/or unexcused, your existing term on the board of directors may be terminated.
- Actively participate in monthly assigned committee conference calls.
 - Board members are generally asked to participate on two committees.
 - Scheduled times of conference calls vary, typically lasting one hour.
 - Provide advance notice of expected absence if attendance is not possible. If absences are excessive and/or unexcused, your existing term on the board of directors may be terminated.

Activity

- Understand and continuously abide by the NAEPC [Code of Ethics](#) and [Event Conduct Statement](#)
- Read, understand and sign NAEPC's Conflict of Interest statement, board re-commitment form, and event conduct statement on a yearly basis through your elected term.
- If requested, make telephone contact with not less than one affiliated and/or prospective council within assigned geographic region per month and report back to national office on progress.
- If requested, visit and/or speak to one affiliated and/or one unaffiliated council per year about benefits, programs and services associated with NAEPC membership.
- Forward information to national office regarding unaffiliated councils within your geographic area as soon as practical after receipt of contact information.
- Become and remain proficient in all of the products & services offered by the NAEPC.
- Assist with yearly fundraising/sponsorship solicitation for the annual conference as directed by the conference chair
- Promptly respond to any emails sent from the president, a committee chair or NAEPC staff that specifically request action on the part of a board member.
- Actively promote annual conference to nearby councils and colleagues with a goal of bringing at least three attendees through a personal invitation.
- If requested, participate in conference sponsor ambassador program.

Designation Requirement

- All board members must meet the criteria and become an Accredited Estate Planner® (AEP®) within one year of joining the board of directors or membership on the board will automatically terminate on the first anniversary of election.
- All actively practicing attorneys on the board should complete the Estate Planning Law Specialist (EPLS) certification program within two years of joining the board of directors (exception granted for attorneys that practice in a state that has their own specialty program or does not allow attorneys to hold themselves out as a specialist)
- Once awarded, complete and return the annual recertification form for the AEP® designation by its due date.
- Understand the parameters of and nominate up to ten individuals for the AEP® designation each year using the board nomination program and follow up to ensure receipt of the application

Expense Reimbursement Policy and Waived Cost Items

- The NAEPC supplies a yearly subsidy of up to \$3,500 per board member toward reasonable unreimbursed personal expenses for the board member only (spouse/companion attendance cannot be reimbursed), if not paid by your business or employer, for use in traveling to the annual conference & mid-year board meeting. The remainder the attendance expenses are the responsibility of the board member.
- Annual conference registration fees are waived for board members.
- Accredited Estate Planner® (AEP®) annual dues and the application fee are waived for board members.

NOMINATOR INFORMATION

Is this recommendation being made by the local council? _____ Yes _____ No

If so, council name _____ Council President _____

Please Print Name of Nominator _____

Firm/Company _____

Address _____

Business Phone _____

Email Address _____

Why do you think your nominee is a good candidate for NAEPCs board of directors?

Leaders can often be identified by a number of personal qualities. NAEPC’s board of directors represents not only one of the pinnacles of leadership attainment in our field; it requires special professionals who are able to reflect the diversity of the profession as it shapes the NAEPC agenda for the future. All of these traits are desirable, some are essential, and others are helpful. Please rate your candidate from 1 to 5 on the following qualities.

- 1 = poor** **2 = fair** **3 = average** **4 = above average** **5 = outstanding**

| | |
|--|--|
| | Broad Perspective: A visionary who can see and understand the changing landscape in estate planning and how NAEPC members will be impacted in the future. |
| | Strategic: Realistically appraises threats and opportunities facing NAEPC and NAEPC members in the practice of estate planning. |
| | Organized: Values his/her time and the time of the organization. |
| | Effective Communicator: Clear and coherent in writing and speech, listens effectively. Is effective with individuals and groups of all sizes. Gathers facts and considers the impact of his/her statements before acting. |
| | Team Player: Dedicated to organizational priorities. Subordinates personal agenda to the team’s success. |
| | Profession Knowledge: Knows the major players in estate planning services, their talents, specialties, achievements and professional reputation. Is recognized for contributions to the estate planning professions through published articles, books, speeches, etc. |
| | Charisma: A special talent for eliciting enthusiastic popular support. |

Date _____

Signature of Nominator _____