

BOARD OF DIRECTORS NOMINATION FORM

TO: 2025 Nominating Committee
National Association of Estate Planners & Councils
2001 Crocker Rd., Ste. 510
Westlake, OH 44145

DEADLINE
FRIDAY, JULY 18, 2025
EMAIL TO: ELEANOR@NAEPC.ORG

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.

General Information & Estate Planning Council / NAEPC Involvement

Full Name _____

Date of Birth _____

Primary Professional Discipline (choose only one, please)

☐ Accountant
 ☐ Insurance/Financial Planning Professional
 ☐ Philanthropic Professional
☐ Attorney
 ☐ 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 apply within one year of joining the board of directors? ☐ Yes ☐ No

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

Percentage of Time Devoted to Estate Planning and Estate Planning Activities (see the NAEPC definition [HERE](#)):

☐ Current Year
 ☐ Last Year
 ☐ 2 Years Ago
 ☐ 3 Years Ago
 ☐ 4 Years Ago

Total Years of Experience in Estate Planning _____

I have been a member in good standing of the _____ Estate Planning Council for _____ years.

Local Council Leadership Activities (share offices held, committee activities, and dates of such activities)

NAEPC Activities (share current or past board or committee service, including dates of such service)

Current Employer / Contact Information

Position _____

Firm/Company _____

Business Street Address _____

Business City, State, Zip _____

Home Street Address _____

Home City, State, Zip _____

Telephone · (Business) _____ (Secondary) _____ (Cellular) _____

Primary Email _____ Secondary Email _____

Professional Experience

Starting with your current employer, please provide a chronological resume for the last ten years* of organizations worked for, positions held, and date, including a summary of responsibilities and accomplishments. You are also welcome to include a resume in your submission.

Dates: _____ Entity worked for: _____

Responsibilities and accomplishments:

Dates: _____ Entity worked for: _____

Responsibilities and accomplishments:

Dates: _____ Entity worked for: _____

Responsibilities and accomplishments:

**Attach a separate page, if necessary.*

Educational Background

College(s) or University (ies) Attended

Name(s) of School(s)	_____	_____	_____
Years Attended	_____	_____	_____
Degree/Designation Held	_____	_____	_____
Graduation Date(s)	_____	_____	_____

Professional / Trade Organizations

List all professional / trade associations of which you are currently a member (i.e. American Bar Association, including sections, American Institute of CPAs, Financial Planning Association, National Association of Insurance and Financial Advisors, Society of Financial Service Professionals, Society of Trust and Estate Professionals):

Leadership Experience

Please list offices and dates for your leadership experience on other professional or industry-related boards:

Please provide a review of your civic, community, or charitable leadership experience:

Publications

You are welcome and encouraged to attach writing samples to this application.

Inclusion and Collaboration

NAEPC is committed to fostering an inclusive and collaborative environment across its leadership, membership, and programming. Are there aspects or unique qualities of your background or experiences that you are willing to share to assist the committee in evaluating this nomination?

Committee Service

Committee service is an important part of a board member's involvement with NAEPC. Please share with us the committees that you would be most excited about joining, should you be asked to serve as a board member*. We recommend the Accredited Estate Planner® Designation and/or Council Relations Committees during the first year of board service.

<input type="checkbox"/> Accredited Estate Planner® Designation	<input type="checkbox"/> Diversity, Equity & Inclusion	<input type="checkbox"/> Website & Technology
<input type="checkbox"/> Council Relations	<input type="checkbox"/> Marketing	<input type="checkbox"/> I'm not sure
<input type="checkbox"/> Annual Conference	<input type="checkbox"/> Publications	
	<input type="checkbox"/> Alexander Webinar Series	

**Your preference can be changed before joining the board and during your term of service.*

Desire to Serve

Please provide a brief statement that addresses your desire to serve on the NAEPC Board of Directors.

Additional Information

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 ever been convicted of a felony? ☐ Yes ☐ No

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

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

Nominee Disclosure Statement

I have read the pages outlining the expectations and understand the substantial time commitment and activity requirements required of those who serve on the NAEPC board of directors. I have no other commitments or issues which would prevent me from meeting those requirements. 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 2025 and expiring July 2028.

Board Member Expectations

Serving on the NAEPC national board of directors is an honor that brings with it a substantial time commitment; **we are very much a working board of directors**. The following pages outline these commitments.

Should you have questions about these activities, please contact the chair of the Nominating Committee prior to submitting your application.

Chairperson	Kit Mac Nee, CFP®, CRPC®, CSPG, AEP®, QPFC
Contact Details	310-205-4946 / mary.mac.nee@morganstanley.com

Meeting and Service Commitment

- Attend [annual conference](#) and associated board meeting
 - Annual conference is three and one-half days consisting of two and one-half days of educational sessions followed by two, half-day sessions for Estate Planning Council leaders.
 - Board meeting is one full day or two, half days following the annual conference, which is typically held in October or November.
- Attend mid-year board meeting
 - This is typically a single-day meeting that takes place in either February or after the April tax deadline. This meeting is likely to be in-person at an airport hotel in Dallas, Texas during 2026.
- Actively participate in board meeting conference and/or video-based calls
 - Board meets six to eight times per year, most often on a Thursday at 11:00 am ET. A full schedule will be released in advance of year-end.
 - Notice of expected absence should be shared with the staff team; if absences are excessive and/or unexcused, your existing term on the board of directors may be terminated.
- Actively participate in committee conference and/or video-based calls
 - Board members are generally asked to participate on one or two committees. (See the committee list with descriptions at <https://www.naepc.org/about/volunteering>)
 - Scheduled times of conference calls vary, typically lasting one hour, and all committees meet between four and ten times per year.
 - Notice of expected absence should be shared with the staff team; if absences are excessive and/or unexcused, your existing term on the board of directors may be terminated.

General Commitment & Activities

- Understand and continuously abide by the NAEPC [Code of Ethics](#) and [Event Conduct Statement](#)
- Read, understand, and sign NAEPC's conflict of interest statement, whistleblower policy, board recommitment, and event conduct statement on a yearly basis through your elected term.
- If requested, make telephone contact with at least one affiliated and unaffiliated council each month about benefits, programs and services associated with NAEPC membership and report back to the national office on progress.
- Forward information and/or updates to national office regarding unaffiliated councils within your geographic area as soon as practical after receipt of information about its existence.
- Become and remain proficient in all the products & services offered by the NAEPC.
- Assist with yearly fundraising/sponsorship referral program and/or solicitation for the annual conference if requested by the conference chair
- Promptly respond to any emails sent from the president, a committee chair, or staff that specifically request action on the part of a board member.

General Commitment & Activities, Continued

- Actively promote annual conference to your home, 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 and Certification Requirement

- All board members must meet the criteria to become an Accredited Estate Planner® (AEP®), apply for the designation, and be accepted, within one year of joining the board of directors or membership on the board will automatically terminate on the first anniversary of election.
- Complete and return the annual recertification form for the AEP® designation and/or Estate Planning Law Specialist certification by its due date.
- Understand the parameters of and nominate up to ten individuals who successfully apply for and receive the AEP® designation each year using the board nomination program.
- 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).

Expense Reimbursement and Waived-Cost Items

- The NAEPC currently supplies a yearly subsidy of \$4,200 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. Remaining expenses are the responsibility of the board member. The reimbursement amount is subject to adjustment each year and reimbursable expenses are described within a board reimbursement policy.
- Annual conference registration fees are currently waived for board members.
- Accredited Estate Planner® (AEP®) annual dues and the application fee are currently waived for board members.

All policies and commitments included within the board member expectations are subject to change, including the expense reimbursement and waived-cost items.

Nominator / Recommendation

A nominator / recommendation is not a requirement to be considered for a board position. Interested candidates are welcome to seek support of their application from either their local council or other individuals with whom they have served on either a board of directors or a collaborative client-service team.

Is this recommendation being made by the local council?

____ Yes Council Name _____
____ No Please describe your relationship to the applicant on the line below.

For Non-Council Nominations:

Business Name & Street Address _____

Business City, State, Zip _____

Telephone _____ Email _____

Briefly, please share why you think this 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 one of the pinnacles of leadership attainment in the profession and requires special individuals who can 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 the association and its members in the practice of estate planning.
	Organized Values his/her time and the time of the organization.
	Effective Communication 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.

Printed Name of Nominator _____

Date _____ Signature of Nominator _____