



NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

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- NAWIC OFFICE EXECUTIVE VICE PRESIDENT**
Dede Hughes, IOM
Fort Worth, Texas

To: NAWIC Officers & Directors
NAWIC Past Presidents
NAWIC Committee Chairmen
NAWIC Chapter Presidents

From: Dede Hughes, IOM, Executive Vice President

Date: October 6, 2016

Re: Candidates for NAWIC Officers

The NAWIC Office is requesting your assistance in seeking and encouraging qualified members to submit for candidacy for the offices of President elect, Vice President, Secretary and Treasurer.

If your Chapter has one or more prospective candidates, please review the NAWIC Bylaws, ARTICLE IX – OFFICERS, Sections 3 and 4 to verify that your candidate(s) fulfill(s) the eligibility requirements, then forward the following information to the NAWIC Office:

1. NAWIC Officer Candidate Form (attached). All nominations must be submitted on attached forms.
2. 5” x 7” color, glossy photograph of candidate (if needed).
3. 150 Word Typed Statement (Why qualified and NAWIC goals)
4. 40 Word typed Reason for Running for Office

The NAWIC National Officer Candidate Profile form must be sent to the NAWIC Office in electronic format. **Send via email to Dede Hughes, Exec. Vice President, at [dedeh@nawic.org](mailto:dede@nawic.org) on or before the February 1st deadline. Any Candidate Profiles received after midnight on February 2nd will not be considered.**

We encourage any member who is interested in a leadership role with NAWIC to apply for candidacy. We hope to continue the strong, dedicated leadership we have at the present time.

PLEASE NOTE THE DATES TO COINCIDE WITH THE ELECTION PROCESS. ALL CANDIDATES WILL BE VERIFIED AND ANNOUNCED PRIOR TO FEBRUARY 15, 2017.

Affiliated with Canadian Association of Women in Construction (CAWIC), NAWIC-Australia, NAWIC-New Zealand, NAWIC-United Kingdom and South African Women in Construction (SAWIC).

CORE PURPOSE: To enhance the success of women in the construction industry
CORE VALUES: Believe. Persevere. Dare.

NAWIC National Officer Candidate Guidelines

THE NAWIC OFFICE SHALL PERFORM THE FOLLOWING:

1. Prepare an article for the October/November issue of *The NAWIC IMAGE* encouraging chapters to seek out qualified members and outlining procedures for submission of a candidate's name for office.
2. Prepare a cover letter and the NAWIC National Officer Candidate Profile form for the chapter presidents and members of the NAWIC Board of Directors prior to December. The letter must:
 - a. Include basic requirements, quoting governing sections of the Bylaws; and
 - b. Stress the deadline of February 1.The NAWIC National Officer Candidate Profile form will be in electronic format and must be sent to the NAWIC Office via email or fax. (2/13)
3. Verify that all submissions are complete and that all candidates meet the criteria for holding office as specified in NAWIC National Bylaws; shall retain all original profiles for one (1) year; and, within ten days following deadline, shall:
 - a. Inform, in writing, all verified candidates and forward each a copy of the NAWIC National Officer Candidate Guidelines.
 - b. Notify, in writing, all other candidates of the reason for their non-certification and returning their photograph.
4. Announce all eligible candidates' names no later than February 15 and post on the NAWIC web page.
5. Publish candidate background, experience and statement from the NAWIC National Officer Candidate Profile form on the NAWIC web page and send out to all voting members via email. (2/10)

CANDIDATES:

1. Shall submit a NAWIC National Officer Candidate Profile form electronically no later than February 1 with all section completed and including all required statements, picture, etc., as specified on the form. (2/10)
2. May campaign by any means of written or verbal communication. All activities will be at the candidate's own expense.
3. Shall meet all requirements for office as specified in NAWIC National Bylaws.
4. Write-in candidates will be allowed. In order for those write-in candidates to qualify for participation in the election, they must have their credentials to the NAWIC Office at least two working days prior to ballots being sent on the fourth Thursday of May each year. The NAWIC Office must certify write-in candidates before their votes will be counted. Write-in candidates will receive no amenities offered by NAWIC to the candidates certified by the February 1 deadline. (2/13)

The certification of any candidate for a position as a NAWIC National Officer is not subjective. All candidates must meet standardized criteria and adhere to the published deadlines and procedures.

In the event there is an open position for one or more of the national officers after the February 1 deadline, the Executive Committee shall act immediately to seek a suitable candidate for the open office.

NAWIC NATIONAL OFFICER CANDIDATE PROFILE FORM
Must be Returned Electronically by Feb. 1

Name _____ Date _____

Chapter Affiliation _____ Year Joined _____
(Chapter Name, Number, Region)

Seeking to be a certified candidate for the office of: (Check One)

President Elect Vice President Secretary Treasurer

Company _____

Company Type _____

*Business Address _____

*Business Phone Number _____ *Fax _____

Preferred E-mail _____ *Home Phone Number _____

Current Position/Title _____

Duties

Additional Construction Industry Experience

Number of Years in Construction _____ Employee Self-employed Owner

Educational Background (Denote highest level completed and/or certifications.)

Institution	Degree/Certifications

Community / Industry Affiliations

Reason Running for Office (one sentence only; different from candidate statement)

NAWIC National Officer/Director	Year

National/Region/NEF Committee Chair	Year

Elected Chapter Offices Held	Year

National/Region/NEF Committee Member	Year

Outstanding NAWIC and/or NEF Region or Chapter Participation/Awards (use additional page if necessary)

If certified as a candidate for a NAWIC Office, NAWIC may publish the attached statement reflecting why I feel I should be elected and my goals for NAWIC, along with my photograph on the NAWIC Website. The statement MUST not exceed 150 words and will be edited for style and length.

Submitted by _____
(Typed Candidate Name)

**Signature _____ Date _____

This candidate is a member in good standing of _____
(Chapter Name & Number)

Verified by _____ Title _____
(Print Name) (Chapter President or Secretary)

**Signature _____ Date _____

Please notify me of election results by email, phone, text. Please check the appropriate item.

Attachments:

- (1) 5 x 7 Color Glossy Photograph (format: jpeg, etc.)(300 dpi)
- 150 Word Typed Statement (Why qualified & NAWIC goals)
- 40 Word Typed Reason for Running for Office

*These items will NOT be published. All other items MUST be completed. If more space is needed to complete any section. please use an additional page.