



National Pawnbrokers Association®

GUIDELINES FOR BOARD OF DIRECTORS NOMINEES

GUIDE FOR NOMINEES

The mission of the National Pawnbrokers Association (NPA) is to represent independent pawnbrokers and their interests through education, mentoring, and legislation.

Congratulations!

We are delighted to learn of your interest in serving on the Board of Directors of the National Pawnbrokers Association. Your desire to do so illustrates your commitment and dedication to our industry and to NPA.

The information contained in this booklet is designed to provide you with an accurate appraisal of the role that NPA board members play. The intent is to give you a clear understanding of the candidate selection process. If you have questions about the process, or materials to submit, please call Kristen Williams, Executive Director, at (817) 887-8830 or the Chair of the Nominating Committee, Kerry Rainey, at (225) 921-2854.

Included in this booklet you will find:

- **Requirements and Commitments**
- **Timelines for Nominating Process**
- **Guidelines for Letter of Intent**
- **Key Biography Components**
- **Nominee Issue Statement**
- **Nomination Application**
- **Checklist**
- **Conflict of Interest Policy & Disclosure form**
- **Board of Directors Code of Ethics**
- **Confidentiality Policy & Disclosure Form**

REQUIREMENTS AND COMMITMENTS

Review the Requirements and Commitments listed below to evaluate your ability to fulfill the responsibilities required of NPA directors.

Policy

NPA Policy Requirement for Board Candidates

A candidate for the NPA Board of Directors must attend a NPA Legislative Conference in Washington, DC, and the accompanying Board of Directors meeting held in conjunction with the Legislative Conference OR attend two consecutive Board of Directors meetings prior to being considered as a candidate for the NPA Board of Directors.

Responsibilities

A Director, with other Board members, establishes the NPA policies and priorities based upon the association's mission, values, and vision; represents member needs; ensures the financial stability and growth of the association; and promotes the pawn industry.

Requirements

- Knowledge, experience, and a demonstrated commitment to NPA through service to NPA committees
- Current pawn industry experience; strong awareness of issues and relationships; and new emerging trends affecting the business
- Secure in own abilities; able to contribute beyond personal development
- Skilled in multi-dimensional thinking and analysis
- Interpersonal relations skills; approachable, savvy, and an ambassador who personally values and respects other people
- Visionary – open to new ideas, able to prioritize and consider future directions; has a clear view of the future
- Objective – evaluates the ideas of others
- Mentor – willing to invest in others; inspires confidence and enthusiasm
- Knowledge of fiduciary role of a governing body; able to learn the role
- Integrity – establishes and maintains a personal code of conduct that serves as a model for others
- Support from employers/colleagues for the time and financial commitment required
- Willing and able to enthusiastically support NPA's major initiatives including contributions to essential fund-raising campaigns

Self Appraisal

To help you achieve a better understanding of your own motivations, consider the following questions:

1. Why do I want to serve as an elected leader of NPA?
2. Am I willing to sacrifice time, money, and other goals?
3. Will my health and spirit withstand the barrage and demands required to serve?
4. Do I have adequate support and understanding from my own organization and family?
5. Can I communicate effectively? Can I deliver the message to others?
6. Can I subordinate my personal biases to respond to the needs of the entire membership and organization?
7. Can I identify and work with the staff as a team member?

Travel Commitment

- Three two-day Board meetings, the annual Legislative Conference, and the annual convention each year. Generally, one meeting in March or April in conjunction with the annual Legislative Conference and the NPA annual Pawn Expo in July, and the Fall Board Meeting in October or November. Conference calls are convened depending upon the need.
- Miscellaneous assignments of one or two days in duration as the need may arise

Time Commitment

- Directors are elected to a two-year term.
- May require two to six hours a month depending upon need and current circumstances, and in some cases, additional time may be required
- Phone calls, conference calls, letters, reading, etc
- Letter and report writing
- Directors may serve as members of committees, and are expected to maintain communications in this regard
- Responses to correspondence
- Directors receive periodic e-mails from containing briefings, memos, and correspondence, some of which may require responses
- Review board meeting agendas and supporting material prior to each board meeting.
- Review minutes of board and committee meetings

Social Time in Conjunction with Meetings

Additional activities or meetings are often called during Board and committee meetings. Please consider this when making personal plans during the time around meetings. It is often difficult to predict the need to convene a quick meeting.

Expense Reimbursement

Directors serve at his or her own expense and are expected to assume the cost of travel and lodging. NPA does provide limited expense reimbursement for adhoc travel to Directors as approved by the President and Treasurer.

Timelines for Nominating Process

The task of leadership development is a year round activity at NPA. If you wish to be considered for election to the Board of Directors, you may express your interest at any time. You will receive a copy of this booklet in response.

The Nominating Committee begins the work of finalizing candidates for nomination in April. To be considered among the next group of candidates, your completed materials must be received by NPA **no later than Friday, March 31 of the current year.**

- The Nominating Committee evaluates candidate submissions in April of current year.
- A telephone interview will be conducted.
- Nominees will be notified following consideration by the Nominating Committee.
- NPA Board of Directors will be notified of the proposed slate of nominees for election at the annual meeting 30 days prior to the summer board meeting.

- The election takes place at the Board of Directors meeting held in July.
- Directors-elect are invited to attend the July Board meeting.
- The bi-annual slate of Board members and officers are presented to the general membership for ratification at the commencement of the Annual Members meeting held in conjunction with the Annual Convention. Installation of newly elected officers and directors for the ensuing years occurs at the NPA Annual Meeting.

Guidelines for Letter of Intent

In the letter of intent, include your acceptance of consideration for nomination, give NPA permission to contact your references, and state your reason(s) for wishing to be considered for election as a Director of NPA.

Key Biography Components

Please enclose a current biography. If your biography does not include the following key components, please attach an addendum to include the missing items. All key components must be addressed in your biography or the addendum.

1. If you are selected as a candidate for election, information will be summarized from your biography and presented to the membership with the announcement of your candidacy.
2. Name
3. Formal Education
4. Work Experience: List employer's name, city, state, your role/title, and dates of employment including current and past positions, and up to three leadership roles in your workplace you have held in the past five years.
5. Professional associations, community service: List all membership and leadership roles in national and local associations and organizations, as well as dates of membership. This includes all leadership roles held in State Associations.
6. Articles published, presentations made: List all articles that you have authored and presentations that you have made. Attach copies of articles, if possible.
7. Awards and Honors
8. A high resolution professional photograph of yourself in: .tif, .eps, or .jpg
9. Recent high resolution photos of your store(s) (inside and outside) in: .tif, .eps, or .jpg

Nominee Issue Statement

Submit a written statement about a major issue facing the pawn industry today stating your approach, or suggestions for addressing the issue, including what role, if any, you might see NPA play. This statement, limited to 200-250 words, will be used by the Nominating Committee to evaluate your:

- Current awareness of vital industry issues
- Leadership ability related to your approach or suggestions for addressing the issue

**National Pawnbrokers Association
Board of Directors
Confidentiality Policy & Disclosure Form**

Confidentiality Policy

The Board of Directors (“Directors”) of the National Pawnbrokers Association (“NPA”) may be given, or have access, to certain confidential information of NPA or third parties (collectively, “Confidential Information”). Confidential Information is any information that NPA considers confidential, proprietary information of NPA, or third party sources, regardless of whether information is marked as such by NPA. Confidential Information shall include, but is not limited to, information regarding the organization, operations, programs, activities, policies, procedures, practices, financial condition, trade secrets, membership lists, and the standards of NPA, its members, or third parties. Confidential Information shall also include, but is not limited to, non-published or pre-released versions of NPA standards, white papers, and other documents and information for internal use only, or limited circulation documents and information.

Acknowledgement and Disclosure

As a Director of NPA, I covenant and agree not to disclose, or permit to be disclosed, any Confidential Information, and I shall not appropriate, photocopy, reproduce, or in any fashion, replicate any Confidential Information without the prior written consent of NPA. I agree any disclosure of Confidential Information in violation of this Agreement shall cause immediate and substantial damage to NPA and any parties that provided the Confidential Information to NPA. The Director agrees to use all reasonable efforts to maintain the privacy of Confidential Information, and agrees not to use any Confidential Information for one’s own benefit or of a third party unless authorized in advance in writing by NPA. Confidential Information shall not include information that enters the public domain through no fault of my own or which I rightfully obtain from a third party without comparable restrictions on disclosure or use.

Disclosure of Actual Confidential Information:

Director’s Signature:

Director’s Printed Name:

Date:
