**MEMORANDUM**

TO: xxxx Chapter of RIMS Prospective Board Members

FROM: xxxxx, Nominating Committee Chair

DATE: xxxxxx

RE: Availability to Serve on the Board of Directors of the xxxxxxx Chapter of RIMS

As an active and supportive member of the xxxxxxChapter of RIMS, your name has been requested to be placed in the pipeline for consideration regarding future placement on the Chapter Board. To assist the Nominating Committee with its preparation of the slate of nominees for the Board of Directors for the upcoming term, please let us know if you would be interested in serving by completing and signing this form and returning it to xxxxxx no later than xxx, 20xxxx.

A. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Commitment commencing September 1, 20xxxx through a specified two (2) or three (3) year term:

[ ] Yes, if selected, I will be able to serve for a specified term of the RIMS Board of Directors

[ ] My employer will support my serving on the Board

[ ] Not at this time, but I would like to remain on the list for future consideration

Comments:

C. Would you be interested in serving as a Chapter officer concurrent with your term on the Board of Directors, if elected to serve on the board, at some future date? The officers include President, Vice President, Treasurer and Secretary.

[ ] Yes, I would also like to be considered as an officer

[ ] No, I would not like to be considered as an officer

Comments:

D. Please discuss your past involvement with RIMS including both local as well as Society level. Please include dates of service. (Additional pages may be submitted as needed)

E. Please describe any leadership positions you have served in at work or on other non-profit boards that would highlight your leadership ability.

I. Please include any comments you have for the Nominating Committee below:

You may be asked to meet with the Nominating Committee during the selection process.

Please return to:

 Signature:

 Name:

 Email: