



## Selecting a Candidate for the Board

- “How do I pick a candidate for the Board? What are the criteria?”
- “I don’t know all of ATIF’s members. How can I nominate someone?”

Those are valid questions. And the Board has considered them for some time. Therefore, we are providing you with some tools that we believe will help you through this process.

**First**, it is important to know what the job you are appointing someone to do or volunteering for entails. To solve that issue we created a document called [Officers’ Duties](#) which you can download by clicking on its title. You will find out what is expected of our Board members.

**Second**, you must know something about the individual. Who has been most visible in your T&I experience? Someone whose work and generosity has directly impacted you personally. That colleague who helped you with a project or assisted you in solving a problem related to your career. Got a name? Now go online and research that person – keep the job description at hand to see if his/her activities are a match. Answer the question: How do you see that individual assisting ATIF? That’s the job you will name him/her for: president, vice-president, secretary, treasurer, director. And remember: these are *administrative* positions, meaning how good a T&I professional someone is has little bearing on their administrative performance.

**Third**, contact that individual and ask if s/he would consider serving on the Board. If the answer is yes, just send in the nomination and we will take it from there. If the answer is no, just start over.

Selecting a leader is not an easy task. It is important to place friendship aside, look at the jobs at hand, and make sure the task is assigned to someone with a proven track record.

We are happy to answer any questions.

ATIF Board  
[www.atifonline.org](http://www.atifonline.org)  
[board@atifonline.org](mailto:board@atifonline.org)