



# BOARD OF DIRECTORS APPLICATION

## APPLICATION INSTRUCTIONS

Your completed application must be received at ETA headquarters by August 16, 2010. Along with the completed application, you must include your current professional resume or professional biography. **The quality of your written application weighs heavily in the assessment of your candidacy and the viability of your election as an ETA Director. Candidates are strongly encouraged to submit a complete application that fully communicates your qualifications and desire to serve on the ETA Board of Directors.** Any candidate that submits an incomplete application will be notified and given the opportunity to resubmit providing that sufficient time is available within the application period. Handwritten applications and/or those received after August 16 will not be considered.

**For additional information contact:**

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### CHECKLIST BEFORE SUBMITTING YOUR APPLICATION

- Do you meet the hurdle criteria?
- Does your application fully communicate your intent and qualifications to serve?
- Did you include a current resume or a professional biography?

## UNDERSTANDING THE ROLE OF THE BOARD

The role of the board is to set policies that will ensure that it fulfills its legal and professional responsibilities to members. The board sets the strategic direction and leadership tone for the organization.

The ETA Board of Directors is comprised of 15 voting members representing both of its membership categories with a required majority of these being from the Service Provider category. Directors serve a two year term beginning January 1 of each election year and may be elected for one additional term. Individuals elected in the 2010 process will serve from January 1, 2011 – December 31, 2012. The first Board Meeting will take place January 18-19, 2011. The outcome of the election will not be announced until early December, but attendance at the January meeting is expected.

## APPLICANT CRITERIA

In order for an individual to be considered for service on the board of directors, certain criteria must be met. Candidates must meet all of the hurdle criteria to be eligible for service. Additionally, preference criteria define the attributes that are desired of individuals who serve on the board. Although no person need satisfy all of these criteria, qualified candidates will meet as many of the preference criteria as possible.

## HURDLE CRITERIA

- **Good Standing:** Represents an ETA member company in good standing.
- **Senior Position:** Holds a senior-level management position within that company (e.g. vice-president, president, chief operating officer, chief executive officer, chairman).
- **Full-time:** Works full time in the electronic payments industry.
- **Industry Experience:** Has a minimum of five to seven years experience in the industry.
- **Compliant:** Submits a candidate application that fully meets the requirements and expectations articulated in the form and that allows the committee to adequately assess the individual's eligibility for service.

## PREFERENCE CRITERIA

- **Involved:** Has a demonstrated track record of involvement in ETA volunteer activities (e.g. service on committees, speaking, writing, etc.).
- **Vested Interest:** Demonstrates a vested interest in and support for the association's activities, programs, and causes.
- **Commitment:** Demonstrates the willingness and ability to make the time commitment for service on the board and to support the goals of the association.
- **Relevant Experience:** Has prior experience and/or service at the board level in other organizations.
- **Roles and Responsibilities:** Shows an understanding and appreciation of the roles and responsibilities of a non-profit board of directors, as evidenced by membership in other boards, clubs, and associations.
- **Industry Relations.** Possesses connections in and to the greater industry (e.g. with card companies, a diverse cross section of industry constituents, etc.).

## THE NOMINATION PROCESS

Annually, the incoming president appoints members to the ETA Nominating Committee in compliance with requirements set forth in the organizational bylaws. The committee is responsible for reviewing, vetting, and recommending to the board, and to the membership, a slate of candidates to fill open positions on the board of directors. Board officers are nominated and elected by the current board of directors through a separate nominations process.

Applications for director positions are solicited through an open call to all ETA members in good standing. The nominating committee assesses candidates through the review of written applications and, in some cases, interviews conducted by telephone.

Following the assessment process, the committee selects the final candidates to be recommended as the proposed slate of directors for the coming year. The director slate is forwarded to the [seated] board of directors for ratification; following approval, the slate is recommended to the membership for election.

All applicants are subject to this process. No exceptions or preference is given to any individual with regard to prior service, affiliation, or relation.

As described above, qualified candidates may be interviewed by the nominating committee. Interviews will be conducted via telephone during the third week of September, 2010. **Participation in requested interviews is mandatory. Please indicate your availability for a 20 minute phone interview between 2:00-5:00 pm (eastern) on the dates below; check all dates that apply.**

**Monday, September 13, 2010**

**Wednesday, September 15, 2010**

## THE ELECTION PROCESS

In compliance with the ETA bylaws, the 2010 election will be conducted by electronic ballot. The designated voting representative from each member company in good standing is eligible to vote. Representatives from each class of membership are eligible to vote on all aspects of the director candidate slate.

Prior to the voting process, ETA members will have the opportunity to review, on the association's website, the written application submitted by individuals on the board-endorsed slate and any self-nominated candidates.

Election of directors is determined by majority vote of the membership. Candidates will be notified following verification of the election outcome. Election results will be announced and the new slate of officers and directors introduced to the membership both electronically in January 2011 and in person during the 2011 ETA Annual Meeting & Expo in May.



## PROFESSIONAL BACKGROUND

Do you hold a senior-level management position within your company?  Yes  No

### **Describe your primary job responsibilities:**

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How long have you held your current position? \_\_\_\_\_

How many years of experience in the electronic payments industry? \_\_\_\_\_

## INDIVIDUAL QUALIFICATIONS

The following questions will be evaluated according to the preference criteria outlined on page two of this application. Preference criteria were designed to help the nominating committee better define specific characteristics of the individual applicant. In formulating answers to these questions, please attempt to illustrate how you meet as many of the preferred criteria as possible.

### **Why do you want to become a member of the ETA Board of Director and what do you hope to achieve through your leadership experience?**

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### **Describe your experience and current involvement with ETA, including participation on ETA committees.**

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**Explain strengths that you possess that would be of particular benefit to ETA through service on the board (e.g. leadership experience, areas of specialty, industry relations activity, etc.).**

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**Describe any current or previous Board experience with for- or not-for-profit organizations and your role.**

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**In your view, what are the biggest challenges facing the electronic payments industry, and how will you help ETA to address them?**

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**Service as an ETA director is a substantial time commitment requiring year-round attention. It involves actively participating in board meeting, committee meetings, or conference calls; taking part in board activities during ETA events; and providing timely response to requests for information or actions throughout the year. Do you feel you can fully meet these commitments?**

Yes  No

**If no, please provide information on why you cannot.**

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**If selected for service, are you available to attend the January 18-19, 2011 Board Meeting?**

Yes  No

**Are you aware of any outside interests that you currently have which could result in an actual or potential conflict of interest and affect your ability to serve on the ETA Board of Directors? (This includes activities that could diminish ETA's ability to conduct objective and unbiased decision-making, affect a business transaction in which ETA is involved, or negatively impact ETA's competitive position in the market).**

Yes  No

**If yes, please provide information on these interests.**

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I understand that the information contained within this application and all supporting documents (i.e., resume, recommendation letters, etc.) will be used by the ETA Nominating Committee to evaluate my eligibility and qualifications. If I am recommended to the membership for election, this written application and supporting documents will be posted on the ETA website for review by the membership for voting purposes. I certify that I have no known professional interests, relationships, or holdings that could potentially result in a conflict of interest were I to be elected to the ETA Board of Directors. I also certify, by my signature that the information provided is true, accurate, and complete to the best of my knowledge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The Electronic Transactions Association does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability.

**[CLICK HERE TO SUBMIT BY EMAIL](#)**

\*In order to submit by email, you must have Adobe Acrobat 7 or later.

Alternatively, print and fax this form to Jenny Murphy-Lubowicz at (202) 828-2639.

Hand written applications will not be accepted. Thank you.