

Application Packet - Introduction

Introduction

On behalf of the Private Directors Association, the Nominating and Governance Committee applauds your dedication to PDA by applying for a National Board seat. Serving on the PDA Board is a significant opportunity to contribute your expertise, vision, and passion to furthering the mission of our organization and shaping its future direction.

This application package is designed to provide you with all the necessary information and forms required to submit your candidacy for an elected Board position. Within this package, you will find detailed instructions on how to complete the application process, including the submission deadlines, required documents, and any additional information pertinent to the application review process. We encourage you to carefully review the materials provided and submit your application in full. Partial applications will not be considered.

Many of your questions are answered in the FAQs section. If, after reviewing the FAQs, you have any questions or require further assistance at any stage of the application process, please do not hesitate to reach out to Cathy Skala, Chair of the Nominating and Governance Committee, at Skalacathy@gmail.com.

Application Packet Documentation

Information included in this application packet includes PDA's:

- Board Member Qualifications
- [Code of Conduct](#)
- [Conflict of Interest Policy](#)
- [Board Member's Roles and Responsibilities Policy](#)
- [Strategic Plan Overview](#)
- Frequently Asked Questions (FAQs)
- Board Candidate Application

PDA Board Member Qualifications

Expectations of Board Directors continue to evolve as regulators focus more attention on the governance of the nonprofit sector including individual director qualifications. PDA requires Board Members who are willing to volunteer their time and experience to continue to advance PDA as *the* example of governance excellence. To achieve this ambition, the Nominating and Governance Committee has established the following qualifications for Board candidates:

- ☐ Membership in PDA for a minimum of two years, and is a member in good standing
- ☐ Engagement at the Chapter or National level as a current or previous National Board Director, National Committee Chair, National Task Force Chair, or National Committee Member and/or Chapter Leaders including Chapter President, Chapter Vice President, or Chapter Committee Chair for a minimum of one year by the time of the Board election (October).
- ☐ A minimum of one year of governance experience as a member of a Board of a for-profit or nonprofit organization, or civic body
- ☐ Demonstrated leadership skills including a positive communication approach, the ability to resolve conflict, ability to interact positively with Board members regardless of different perspectives and opinions, a continuous-improvement mindset, solid business judgment, team player, ability to act with the interest of PDA and the organization as a priority versus self-interest, and the ability to adapt, endorse, and be accountable for Board decisions regardless of whether or not their vote supported the decision.
- ☐ Is a member of a PDA Chapter with fewer than three current PDA Board Members, **or** is considered a member-at-large

PDA seeks a Board that is diverse in race, gender, geography, experience, skills, and perspectives. We welcome applications from any qualified PDA member.

Application Submittal Checklist

A complete candidate application package must include:

- ☐ A completed Application which indicates that you have met the qualifications
- ☐ A current headshot
- ☐ A letter of endorsement from a current or past PDA Board Director, Chair of a National Committee or National Task Force, or Chapter President.
- ☐ Attestation that you have read and will adhere to PDA's:
 - Code of Conduct
 - Conflict of Interest Policy
 - Board Member's Roles and Responsibilities Policy

Frequently Asked Questions

- ☐ Agreement, if applicable, that if elected you will resign from any leadership position you currently hold within PDA by the date your Board term begins
- ☐ Agreement that you will agree to a background check. This may include employment and Board verifications, criminal background check, and reference checks with PDA Board Members, Chapter Presidents, committee or task force chairs, and/or other PDA members.

FAQs

How are candidates selected to run for the PDA election?

You may self-nominate, or, with your approval, another PDA member may nominate you.

Who is eligible to write my letter of endorsement?

A letter of endorsement can be written by an active or past PDA National Board Member, Chair of a National Committee or Task Force, or Chapter President.

Is there a limit to the number of members from any Chapter who can serve on the Board?

Yes, only three members from a Chapter may be seated on the Board at the same time.

If three members from the same Chapter are already seated on the Board, no new Board member from that Chapter can be elected until at least one rolls off.

If less than three members from the same Chapter are seated on the Board, then any number of candidates may be nominated from that Chapter. Those who receive the most votes will be elected to the Board.

For this year's election, with only 5 board members remaining on the board in 2026 with current terms, candidates from **ALL** chapters are eligible to run for the board as there will be NO chapter that will have more than 3 board members on the board in 2026.

What if I am not affiliated with a Chapter?

You are considered a member-at-large and are qualified to run.

How many Board Directors will be elected?

In most years, the members of the Private Directors Association will elect five Board members annually for 3-year terms. 2025 is an unusual election year. The members of PDA will elect ten Board Member; five will have 1-year terms and five will have 3-year terms. This is the only year this will occur as it fulfills the staggered term limits set forth

Frequently Asked Questions

with our new Board elected in 2023. Henceforth, five Board Members will be elected annually with 3-year terms.

How long is the Board Member term?

Normally, each term is three years, beginning in January. However, in 2026, five Board Members will begin 1-year terms, and five Board Members will begin 3-year terms.

Will there be a slate of candidates put forward by the Board?

No, all vetted qualified candidates will appear on the ballot.

How will candidates be verified as qualified?

The Nominating and Governance Committee will verify that each candidate is qualified based on requirements outlined and their completed application package.

Will sitting National or Chapter leaders be able to serve on the Board concurrently?

No, candidates for PDA's National Board will be required to step down from other National or Chapter leadership roles by the date their Board term begins if they are elected.

Are Board Members compensated?

No, Board Members are not compensated. Nominal travel expenses for in-person Board meetings may be reimbursed.

What is the time commitment for serving on the Board?

The time commitment will vary depending on the committee(s) served on, Board leadership positions held, and frequency of Board meetings. Applicants should assume that a Board role will consume 60 – 80 hours a year. Board meetings are held at least quarterly and committee meetings at least monthly but may be more or less based on business needs. Board Members are expected to attend all Board meetings.

Who will oversee the elections process?

The Nominating and Governance Committee will oversee the elections process assisted by an experienced, independent third-party.

When will the election be held?

Voting will begin October 16 and conclude on October 30. Candidates will be informed of the results the week of November 3. Results will be announced to the membership as soon as all candidates are informed.

Frequently Asked Questions

Candidates will have an opportunity to meet a large number of PDA members at networking and board relevant events at PRISM, PDA's national conference 10/8 and 10/9 in California.


What is the deadline for application submittal?

Completed application packages must be received by the Nominating and Governance Committee by June 9, 2025. Email your completed application package to Cathy Skala, PDA Nominating and Governance Committee Chair (Skalacathy@gmail.com), and copy Susan Aldworth, PDA Executive Administrator (saldworth@privatedirectors.org). Candidates will have the opportunity to create a 2-minute video to be shared on the PDA Website Board Election page with their photo and link to their completed application. Candidates will also have a complimentary table available to meet with the PDA membership in the Exhibit Hall at PRISM: The PDA National Conference & Exhibition, October 7-9, 2025, in Anaheim, California.

Application Submittal Instructions

Please note that Acrobat Pro is required to edit the PDF version of the Application pages below. To receive a Word version of the Application pages, please email saldworth@privatedirectors.org.

1. Complete the application sections that are colored [blue](#).
2. If you are not affiliated with a specific Chapter, please indicate "Member-at-Large" in the Chapter box.
3. Insert your headshot in the space provided and resize if the photo is too large. The resized photo should be approximately 1.8" x 1.4".
4. Please answer all four questions on the application, keeping your answers brief so that the entire application – name, Chapter, photo, and four questions - takes no more than one page. If your application is longer than a single page, we will include only the first page in materials related to the election.
 5. On the second page, please answer each question with 'yes' or 'no'.
 6. Email your completed application package to Cathy Skala, PDA Nominating and Governance Committee Chair (Skalacathy@gmail.com), and copy Susan Aldworth, PDA Executive Administrator (saldworth@privatedirectors.org) no later than June 9, 2025

Your Name	Chapter: Chapter Name	Term Length:	1 or 3 Years
	Why are you running for the PDA Board?		
	<p>Please complete this section with a brief reply. This is an example of a reply that is 75 words or less. Keeping within 75 words, your entire application will fit on one page. You can verify the number of words that you have used, by selecting "Review", "Proofing" and "Word Count" in MS Word. The next sentences are repeats of the same sentences to indicate the word count. Please complete this section with a brief reply.</p>		

What unique skills do you bring to the PDA Board?

Please complete this section with a brief reply. This is an example of a reply that is 125 words or less. Keeping within 125 words, your entire application will fit on one page. You can verify the number of words that you have used, by selecting "Review", "Proofing" and "Word Count" in MS Word. The next sentences are repeats of the same sentences to indicate the word count.

Please complete this section with a brief reply. This is an example of a reply that is 250 words or less. If you keep within 125 words, your entire application will fit on one page. You can verify the number of words that you have used, by selecting "Review", "Proofing" and "Word Count" in MS Word.

What do you hope to accomplish as a PDA board member?

Please complete this section with a brief reply. This is an example of a reply that is 125 words or less. Keeping within 125 words, your entire application will fit on one page. You can verify the number of words that you have used, by selecting "Review", "Proofing" and "Word Count" in MS Word. The next sentences are repeats of the same sentences to indicate the word count.

Please complete this section with a brief reply. This is an example of a reply that is 250 words or less. If you keep within 125 words, your entire application will fit on one page. You can verify the number of words that you have used, by selecting "Review", "Proofing" and "Word Count" in MS Word.

How will you support PDA's One PDA strategy?

Please complete this section with a brief reply. This is an example of a reply that is 125 words or less. Keeping within 125 words, your entire application will fit on one page. You can verify the number of words that you have used, by selecting "Review", "Proofing" and "Word Count" in MS Word. The next sentences are repeats of the same sentences to indicate the word count.

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Your Name	Chapter: Chapter Name
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Have you received and submitted a letter of support from a PDA officer	yes no
Have you read and will adhere to:	
• The PDA Code of Conflict	yes no
• The PDA Conflict of Interest Policy	yes no
• The PDA Board Members' Roles & Responsibilities Policy	yes no
Do you agree that if elected and applicable, you will resign from any officer position you currently hold?	yes no
Do you agree that if elected, your will name will be submitted for a background check?	yes no