

ISL Council Candidate Application Procedure and Form

Thank you for your interest in membership of ISL Council.
The election of three Council members will take place on 21 March 2018 at 6:00 pm.

Please consider the following information:

Desired qualifications and skills of candidates:

1. Fluency in English, as the working language of the ISL Council is English.
2. Professional skills and experience related to the three permanent Committees (Governance, Buildings & Grounds, Finance).
3. Due to outgoing skills, experience in the following fields would be of particular benefit: finance, strategic planning, communications.
4. Experience working in team environments is valuable.
5. Commitment to participate in monthly work of the Governing Council and more frequent Committee meetings and other occasions requesting ISL Council's presence.¹

Key steps for your application and preparation for Council election:

Step I. Read carefully all the attached information documents about the Council and the election.

Step II. Participate in the Council's Q&A coffee session on February 9 at 8:45 AM (optional).

Step III. Each candidate must submit the following materials no later than **February, 28** by email to isloffice@isl.edu.lv by the end of business hours.

- a) Completed Application form, CV and reference letter in English;
- b) Recorded presentation or a short video² about yourself which includes the following:
 - The main reasons for your interest to serve on the ISL Council;
 - How you feel the ISL Council and the School can benefit from your contributions;
 - How you have demonstrated an active interest or involvement in the school;
 - Describe your experience on school or other type of boards.

All applications and provided materials will be made available to the members of the Association two weeks prior to the Annual General Meeting.

Step IV. For the election on March 21, 2018:

- Please bring the original of the application form and submit it to the person at the Registration table.
- Be prepared to introduce yourself and comment on your presentation or video.

¹ ISL Council and Committees mostly meet on workdays and usual work hours.

² Presentation in Power Point format, video (.mp4 format).



ISL Council Application

First Name	
Surname	
Address	
Email	
Phone Number	
Please indicate if you have significant experience in any of the following:	<ul style="list-style-type: none"> <input type="radio"/> Marketing <input type="radio"/> Finance <input type="radio"/> Law <input type="radio"/> Governance <input type="radio"/> Communications <input type="radio"/> Strategic Development <input type="radio"/> Facilities <input type="radio"/> Other:

My signature below indicates my formal interest in running for an elected seat on the ISL Council. It also confirms that I have legal status in Latvia, I have no record of felonies, I am not currently in debt to ISL, I am not an auditor of the Association, I am not an employee of the Association or the spouse of an employee of the Association, and I am fluent in English.

This acknowledgement also verifies that I understand and will abide by the responsibilities of the Council and the individual responsibilities of a Council member as described in ISL's policies.

I hereby give consent for my personal data, the information and the material provided by me to be processed for the election purposes. I agree that the information and other materials will be stored on the ISL team drive and will be made available to members of the Association.

Signature:

Date: