

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2029</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Guide to the Writing and Presentation of the Candidate for an Elected Office</b>	EFFECTIVE <b>6/18</b>	SUPERSEDES <b>3/00</b>
		SPECIAL DISTRIBUTION <b>Candidates for National Office</b>	

**POLICY**

This guide is presented to be a standard for the development and presentation of information about the candidates' qualifications and experience for an elected office. The contents are the personal unedited statement of the qualifications as submitted and attested to for accuracy by the candidate.

**QUALIFICATIONS**

Any voting member of FMCA is eligible for nomination and election to a National Office except for those members who work for or have any kind of management interest in an RV-related association or company. A candidate, if elected, should also be able to attend all Executive Board meetings duly called by the president.

**PROCEDURE**

The resume as submitted shall be limited to 750 words in length. A candidate may ask the National Office to edit only for errors in spelling and grammar. Any change made will require the candidate's acknowledgment of the correction.

Resumes of all candidates for the office of president, senior vice president, secretary, and treasurer will be submitted to the Governing Board via publication in FMCA's publication not less than two (2) months prior to the date of the election. The resumes will also be included within the Governing Board meeting packet.

The area vice president's resumes will be mailed to the president, national director, and alternate national director of each chapter within the geographical area of the office being sought.

**FORMAT OF CANDIDATE'S RESUME**

Below are suggested topics and an order of presentation of information. These topics are felt to be areas that would support a person's candidacy for an elected office of FMCA. Other topics should be substituted if they strengthen the candidate.

- **Heading**  
Give name, FMCA number and mailing address.
- **Office being sought**  
State the elected office nominated for.
- **FMCA Experience**  
Include detailed information about one's involvement in FMCA, such as: chapter office(s) held, committee(s) served on, and/or present the volunteer work done at conventions and rallies.



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- **Other Experiences**

Present experience gained from employment and from community involvement that would contribute to the elected office being sought.

- **Education and Training**

Describe any special training or a program of education that enhances the candidate's qualifications.

- **Interests and Activities**

Describe special interests, hobbies, and skills which may support the candidate.

- **Summary of Qualifications**

May include reasons for seeking the office.