



FINANCIAL
PLANNING
ASSOCIATION

GREATER
PHOENIX

Applicant Checklist & Next Steps

Financial Planning Association of Greater Phoenix Board of Directors

2024 Service Year

Thank you for your interest in serving on the FPA of Greater Phoenix Board of Directors (FPAGP). As you prepare to submit your application, please make sure that you've included the following:

- Application:* See pages 5-6 below.
- One Letter of recommendation:* Include at least **one** letter of recommendation. Letters *cannot* come from FPAGP staff or current FPAGP Board members. Ask your references to include the following in their letters:
 - Their professional association with you
 - Why they believe you would be a strong candidate for FPAGP Board service
- Résumé:* Include your current résumé with your application.
- Send these application materials in a single packet electronically (preferred) or by mail.
Applications are requested to be received by September 8, 2023.

Please email your application materials to admin@fpaofphoenix.org.

Next Steps:

- The FPAGP Nominating Committee will review applications and reach back to nominees shortly after the submission deadline.
- A recommended slate will be submitted to the current Board of Directors and a formal slate will be circulated to the FPAGP membership by **September 25, 2023**.
- The 2024 board will be elected by the FPAGP membership in at the Annual Meeting, scheduled for **October 25, 2023**.

FPA of Greater Phoenix Vision and Mission

Vision: The essential hub of our Financial Planning community.

Mission: Connect CFP® and associated professionals to the resources they need and the people who need them.

Financial Planning Association of Greater Phoenix (FPAGP) Board of Directors Expectations and Qualifications

Eligibility for Board Service:

Any individual member of the Association who has chosen FPAGP as their local membership chapter and who is a member in good standing may be elected a member of the Board. The FPAGP Bylaws require that at least 75% of the Board members be CFP® certificants AND at least 50% of Board members must be CFP® certificants who hold themselves out (i.e. currently practice) as financial planners. These Bylaw criteria should in no way dissuade non-CFP® certificants or those who are not currently practicing as financial planners from applying to serve on the Board. The FPAGP and its Board benefit greatly from a diversity of opinions, perspectives, and backgrounds, which is also a key consideration of the Nominating Committee.

Election and Onboarding Process:

The election process is designed to build chapter leadership by identifying, cultivating, and ultimately electing competent, forward-thinking members of the Board of Directors. Candidates for the Board of Directors will demonstrate such qualifications as the Nominating Committee and Board have determined are important. Elements of the process include:

- Consideration of Board composition (including number of directors, skills, and strengths needed or wanted, as well as Bylaws compliance)
- Consideration of nominations by others or self-nominations/expressions of interest in Board service (ongoing throughout each year)
- Engagement in the Board's strategic planning meetings, which is optional but encouraged for those interested in serving on the Board. **The next strategic planning meeting is scheduled for July 26, 2023 at 12:30 – 2:00 PM at BeachFleischman, 2201 E Camelback Rd, Suite 200, Phoenix, AZ 85016 and via Zoom. Please register to attend [here](#) and visit the FPAGP [Events page](#) to see more events.**
- Consideration of Board Applications and development of a slate of candidates for circulation to the FPAGP members at least 30 days before the Annual Meeting.
- Elections at the FPAGP's Annual Meeting.
- Orientation and welcome onto the Board of Directors.

Support for prospective Board members may begin as early as the discussions with the Nominating Committee and continue throughout the year during regularly scheduled Board meetings and Chapter events. Reference materials are available regarding the Chapters' policies, processes, and procedures. On January 1st, new Board members receive access to the Board member pages on the Chapter's website, an online resource for Board-specific information.

Terms:

Board members are elected to an initial two-year term and may continue to serve for a maximum of six consecutive years, provided that officers may continue to serve longer as needed to complete the three-year progression from President-Elect to President to Past President/Chair.

Meetings:

The FPAGP Board determines its meeting schedule each year based in part on the initiatives developed in its strategic planning process, with agendas designed to advance the Board's strategic plan. This is one of the reasons why the Board encourages potential candidates to attend its strategic planning meetings, as they provide candidates valuable insight into (and the ability to participate in creating) the key priorities that drive Board action.

In the past several years, the Board has held 90-minute meetings each month.

The FPAGP Board holds a formal Board orientation meeting each year and has traditionally held at least one strategic planning session in addition to its regular monthly meetings. The Board may also decide to hold additional meetings based on its priorities and initiatives. All Board members must agree to attend a course in Dynamic Governance, the FPAGP's chosen governance model. Dynamic Governance training will be arranged for Board members and is a four-hour time commitment.

Selected Board members are invited to attend the FPA's annual Chapter Leadership Conference, typically in November, in Colorado, which includes a two-day FPA education and alignment training, overall leadership onboarding and potentially a board officer training.

Board conference calls or videoconferences may be held between or in lieu of in-person meetings. Board members serve as a liaison to at least one of FPAGP's core working teams (Advancing the Profession, Communications, Professional Development, and Community) and are expected to attend working team meetings, which are typically one hour each month. Board members may also be at work completing assigned ad hoc Board committee or Board task force assignments. Board members are connected as liaisons with at least one Chapter Partner and are encouraged to focus some time/attention on meeting and knowing that Partner's business and rationale for connecting to our chapter.

Beyond the Board's meetings, your attendance at chapter events is requested. Other FPA national conferences and events are optional unless a Board member is somehow directly involved in a particular conference.

The amount of time Board members may need to spend to be prepared to actively participate in Board service varies, depending upon personal organizational skills, committee involvement activities, or any ad hoc committees, task forces or additional Action Items they take on. As depicted in the Time Commitment Chart below, the average time per month that a Board member can expect to spend on FPAGP activities is approximately 12 hours. For additional information, a copy of the Board's Policy on Board Service is provided with this application package.

Role of the Board & Executive Director:

The FPAGP Board of Directors strives to operate at the highest level of strategic thinking, guided by our core values. We lead and govern as a community to create and advance FPA's strategic framework and our Chapter's Vision and Mission and current strategic directives.

The FPAGP Executive Director operates at both a strategic leadership and at an implementation level. The Executive Director participates in high-level Board discussions and also manages the implementation of the Board's vision.

Conflicts:

Board members complete a conflict of interest acknowledgment annually and must disclose conflicts as they arise, including in Board meetings.

Expenses:

Expenses to attend FPAGP Board meetings and other FPA-requested travel are not reimbursed by the Chapter. As determined by the Board, expenses incurred for the FPA Chapter Leadership Conference will be reimbursed or prepaid in accordance with Chapter reimbursement policies.

Time Commitment Chart (Approximate):

	Monthly	Quarterly	Annually	Optional	Annualized Total
Board Meetings - Prepare	1.5 hours				15 hours
Board Meetings - Attend	1.5 hours				18 hours
Officer Positions ¹	3 hours+				
Chapter Events (Field Trips, Workshops, Quarterly Super CE, Symposium)	2 hours		8 hours		36 hours
Board Orientation			3 hours		3 hours
Board Strategic Planning			5-8 hours		7 hours
Dynamic Governance Training (required initial and recommended bi-annual)			4 hours		4 hours
Ad Hoc Board committee or Task Force and Working Team Liaison, Partner Liaison			36 hours		36 hours
Hubble Drop-In Calls		1 hour			4 hours
Board Working Team/Committee Meetings	1 hour				12 hours
Board Working Team/Committee Tasks and Work	1 hour				12 hours
Chapter Leader Conference (CLC)				48 hours	
					147 hours = ~12 hours/mo. Additional time depends on officer role, CLC attendance, and needs of Chapter

¹ The Board's officer positions are Secretary, Treasurer, President-Elect, President, and Past President/Chair.

(FPAGP Board Application Begins on Next Page)

Financial Planning Association of Greater Phoenix (FPAGP) Board of Directors Application for Service

Requested on/before **September 8, 2023**

Instructions

- Application:* Please complete this application, providing thoughtful answers, as it serves as an important tool for the Nominating Committee's review of candidates. Please limit any open-ended answers to 500 words or less.
- Letters of recommendation:* Include at least **one** letter of recommendation. Letters *cannot* come from chapter staff or current chapter Board members. Please include the letter(s) with your application packet. Ask any references to include the following in their letters:
 - Their professional association with you
 - Why they believe you would be a strong candidate for FPAGP Board service
- Résumé:* Include your current résumé with your application.
- Send these application materials in a single packet electronically (preferred) or by mail; see information at the end of this document.

Note: Optionally/Optimally – SAVE TIME, INCREASE VISIBILITY. Rather than filling out the section one information below, complete your FPA of Greater Phoenix Membership profile within our chapter website, and direct us to reference this online chapter membership profile.

Full Name: enter text here

Company: Enter Text Here.

Job Title: Enter Text Here.

Wk Address: Enter Text Here.

Wk City, State, Zip: Enter Text Here.

Business Phone (with area code): Enter Text Here.

Cell phone (with area code): Enter Text Here.

Email address: Enter Text Here.

Company Web Site: Enter Text Here.

Social Media site: (List links to all – LinkedIn, Twitter, blogs, etc.): Enter Text Here.

Professional Designations: Enter Text Here.

CFP #: Enter Text Here.

Are you a member of FPA of Greater Phoenix? Choose an item. If yes, for how long? Enter Text Here.

Advisor CRD # (if applicable): Enter Text Here.

Broker-dealer affiliation (if applicable): Enter Text Here.

Birth month and day (optional, for celebratory purposes!): Enter Text Here.

Education (Alma Maters, Degrees, Area of Emphasis): Enter Text Here.

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1. Have you applied for FPAGP Board service in the past (or served)? If yes, what year(s)?
 2. What are your impressions of the current state of the financial planning profession? How can/should FPAGP impact the profession of financial planning in Arizona?
 3. What is your understanding of FPAGP's Vision and Mission and Strategic Directives? How do they resonate with you?
 4. What has FPAGP done well to serve the profession and its members? What challenges and opportunities do you see that exist for FPAGP to better serve the profession and its members?
 5. Why are you interested in serving on the FPAGP Board of Directors? What would you most like to accomplish or impact?
 6. What skills and attributes would you bring to your Board service?
 7. Can you provide an example where your leadership skills changed or altered something for the better?
 8. List current and prior FPA or FPAGP involvement (i.e. Chapter working team activity or leadership; regional or national leadership roles; FPA Connect, Knowledge Circles, or other community participation; relevant financial planning or financial literacy volunteer activities, etc.):
 9. List involvements with other financial industry membership, certifying or not-for-profit organizations, for-profit entities, or any other associations. Please note if any could create a potential conflict with FPAGP Board service, including any conflicts of interest.
 10. Indicate any challenges you may have in fulfilling Board service as described in the Board Expectations identified above.
 11. List any other types of non-for-profit professional association and/or board leadership experience.
 12. Describe your current work and position (business model, compensation method, your primary responsibilities – eg: Financial Planner, Investment Management, Portfolio Design, Customer Relationship Manager, Business Development, Internal Management).
 13. Has any disciplinary or civil action been entered against you either by a certifying body and/or governmental agency/association or legal body? Are you involved in a legal/disciplinary action currently? If yes, please explain.

Agreement

I acknowledge that FPAGP will publish the names of the candidates in such publications as election slates, FPAGP member newsletters, the FPAGP Website, social media sites, or other chapter-based publications.

Name

Date

If you have any questions with regard to board service, please contact one of our board members, a list of which can be found at <https://www.fpaofphoenix.org/page-1836796>.

Updated May 2022