

PSHRA Executive Council Application Cover Sheet and Instructions

Thank you for your interest in serving on the PSHRA Executive Council. There are three (3) positions on the Executive Council that need to be filled. The three positions are for a three-year term each beginning on January 1, 2025 and ending December 31, 2027. The Nominating Committee will develop a candidate slate that will be voted upon by the Executive Council. The Nominating Committee is seeking a diverse group of candidates and urges PSHRA members who meet the qualifications and are interested in serving on the Executive Council to submit an application.

Please complete and sign the application and submit it along with at least one letter in support of your nomination. The support letter should be no more than one page in length. The application includes four (4) Supplemental questions that need to be answered. The responses to all four (4) supplemental questions should be no more than two (2) pages total for all of the questions. All applications, support letters, and supplemental information must be received by PSHRA no later than **5:00 p.m., Eastern Daylight Time on Thursday, April 18, 2024**. Incomplete applications will not be considered.

The applications may be submitted by email to Cara Woodson Welch, PSHRA Chief Executive Officer, administration@pshra.org or by mail to 1617 Duke Street, Alexandria VA 22314.

Executive Council Qualifications

Article 9, Section 1 of the PSHRA bylaws require that to be nominated and appointed as a member of the Executive Council, an individual must:

- Submit an Executive Council application
- have demonstrated a commitment to the Association through service at any level,
- be PSHRA certified in good standing (IPMA-CP or IPMA-SCP),
- at the time of application, be a current individual PSHRA member or covered staff member of a PSHRA agency member and have maintained membership for no less than three (3) years, and
- be willing to contribute actively of time and talents to the objectives of the Association.

Preferred candidates will be currently certified by PSHRA as either an IPMA Certified Professional (IPMA-CP) or an IPMA Certified Senior Professional (IPMA-SCP).

The Nominating Committee has also expressed that candidates must have a demonstrated professional reputation that enhances PSHRA's reputation and strengthens the role of the Executive Council in supporting the vision, purpose and values of the association.

Desired Competencies of Executive Council Members

- Strategic Thinking and Decision Making
- Thought Leader in Public Sector Human Resources.
- Has the capacity to internalize data, recognize the relationships that exist between systems, and integrate these elements into a coherent whole
- Experience on a non-profit Board
- Business experience
- Leadership experience in a non-profit membership association
- Financial knowledge and expertise
- Has the ability to prioritize, manage, and pace complex change.
- Has a history of professional achievement within an organization, or within PSHRA, which would enable you to provide context and perspective to the Executive Council.
- Willing to apply your experience to the Executive Council's decision-making process.
- Leads with honesty, integrity, and trust.
- Effectively manages differing opinions and difficult situations.
- Actively listens to the opinions and ideas of others.
- Respects and values and differences.
- Has the ability to build consensus among diverse groups.

If you have any questions or would like any additional information, please contact PSHRA at administration@pshra.org or by phone at 703/549-7100.



PSHRA Executive Council Application

Name _____

Job Title _____

Employer _____

Work Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Employment History (Past Five Years - List Most Recent First)

Employer _____

Job Title _____

Employment Dates _____

Employer _____

Job Title _____

Employment Dates _____

Employer _____

Job Title _____

Employment Dates _____



PSHRA Activities

Please list below any PSHRA committees and taskforces on which you have served and any membership or leadership positions that you have held in PSHRA, its chapters or regions.

PSHRA/Chapter/Region

Leadership Position _____

Dates of Service _____

PSHRA/Chapter/Region

Leadership Position _____

Dates of Service _____

PSHRA/Chapter/Region

Leadership Position _____

Dates of Service _____

PSHRA
Committees/Taskforces _____

Dates of Service _____

PSHRA
Committees/Taskforces _____

Dates of Service _____

PSHRA
Committees/Taskforces _____

Dates of Service _____

Supplemental Questions

Please respond to these questions on separate sheets of paper and limit your answers to no more than two (2) pages total for all four (4) questions. Please do not include any supporting documentation.

1. Why are you interested in serving on the PSHRA Executive Council?
2. How would your experience in the desired competencies (strategic thinking/decision making, leadership, and interpersonal and communications skills) for Executive Council members make you uniquely qualified to serve on the Executive Council?
3. How can PSHRA address the biggest issues facing the public sector HR community?
4. What additional information would be useful and relevant to your application?

Personal Commitment

I recognize that service on the PSHRA Executive Council will require my participation in at least four meetings per year (two virtual and two in-person), plus other activities that may be required throughout the year that would include, but not be limited to, voting, participating in conference calls, and email discussions. I acknowledge that I have discussed this time commitment with my employer, and they are supportive of my serving on the PSHRA Executive Council.

Signature

Date