

## PSHRA President-Elect Application Cover Sheet and Instructions

Thank you for your interest in serving as the PSHRA President-Elect. The Nominating Committee will develop a slate of candidates. An election in which all voting members of the Association will be able to participate will be conducted. The PSHRA President-Elect serves as a member of both the Executive Council and the Executive Committee. Due to a recent change in the Association's bylaws, the person elected will serve a **four-year term**: 1 year as the 2025 President-Elect and 1 year as the 2026 President and then 2 years as the Past President (in 2027 and 2028).

Please complete and sign the application and submit it along with at least one letter in support of your nomination. Each support letter should be no more than one page in length. The application includes five (5) supplemental questions that need to be answered. The responses to the five (5) supplemental questions should be no more than two (2) pages total for all 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 CEO, [administration@pshra.org](mailto:administration@pshra.org) or by mail to 1617 Duke Street, Alexandria VA 22314.

## President-Elect Qualifications

Article 9, Section 1 of the PSHRA bylaws require that to be nominated and elected as President-Elect, an individual must:

- At the time of application, be a current individual member or covered staff member of a PSHRA agency member and have maintained membership for no less than three (3) years,
- have demonstrated a commitment to the Association through service at any level,
- be willing to contribute actively of time and talents to the objectives of the Association,
- have served at least two years on the PSHRA Executive Council, and
- must not have served a previous term as PSHRA President, President-Elect or Past President

In addition, the PSHRA Executive Council has established a requirement that anyone seeking to be President-Elect must be currently certified by PSHRA as either an IPMA Certified Professional (IPMA-CP) or an IPMA Certified Senior Professional (IPMA-SCP). **This requirement must be met at the time the application is submitted.**

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 the President-Elect

Strategic thinking and decision making, leadership, and interpersonal and communications skills have been established as desired competencies for the PSHRA president-elect.

### Strategic Thinking and Decision Making

- Possesses intuitive and interpretive skills that enable you to understand people.
- Has the capacity to internalize data, recognize the relationships that exist between systems, and integrate these elements into a coherent whole.
- Has the ability to prioritize, manage, and pace complex change.

### Leadership

- 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.
- Takes accountability for people and actions.
- Leads with honesty, integrity, and trust.

### Interpersonal and Communications Skills

- Effectively manages differing opinions and difficult situations.
- Actively listens to the opinions and ideas of others.
- Respects and values differences.
- Has the ability to build consensus among diverse groups.

If you have any questions or would like any additional information, please contact Cara Woodson Welch, [administration@pshra.org](mailto:administration@pshra.org), or by phone at 703/549-7100.



## PSHRA President-Elect 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, regions, or sections.

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 five (5) questions. Please do not include any supporting documentation in addition to or in lieu of responses.

1. Why are you interested in serving as the PSHRA President-Elect?
2. What in your experience makes you uniquely qualified to serve as the
3. PSHRA President-Elect?
4. How can PSHRA address the biggest issues facing the public sector HR community?
5. What leadership qualities would you bring as PSHRA President-Elect?
6. What additional information would be useful and relevant to your application?

## Personal Commitment

I recognize that service as the PSHRA President-Elect begins in 2025 and as the PSHRA President in 2026, and serves as Past President in 2027 and 2028. PSHRA is transitioning to two-year terms for some officer positions, which will begin with the Past President two-year term of 2027 and 2028. I understand that will require my participation in numerous meetings plus other activities that will involve travel and absence from the office. I acknowledge that I have discussed this time commitment with my employer, and they are supportive of my serving.

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Signature

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Date