Application Instructions for the

VMI Alumni Association Board of Directors

VMI ALUMNI ASSOCIATION
REGIONAL DIRECTOR AND DIRECTOR AT LARGE
CANDIDATE GUIDELINES

The VMI Alumni Association Nominating Committee will receive applications from the alumni body to identify, evaluate, and recommend candidates to become members of the VMI Alumni Association Board of Directors with the goal of creating a balance of knowledge and experience among its members. Applications may be submitted by any VMI alum in good standing. Candidates will be reviewed in the context of the current composition of the board, the VMI Alumni Association bylaws, and the Alumni Association's long-term interests.

A regional director must live in the region they were elected to represent for the duration of their term. The primary role of regional directors is to ensure the general alumni body is represented on the Alumni Association Board of Directors and to support regional initiatives and chapter presidents.

Directors at large shall work to represent the alumni body without regard to geographical location or consideration and should seek to understand the opinion of the majority of the alums or the general point of view of the alums on a particular issue. There are no geographical constraints or boundaries for directors at large.

In conducting this assessment, the committee will consider and evaluate each board candidate based upon its assessment of the following criteria:

• Whether the candidate is independent pursuant to the VMI Alumni Association and the bylaws requirements.

• Whether the candidate is accomplished in his or her field and has a reputation, both personal and professional, that is consistent with the image and reputation of VMI.

• Whether the candidate has relevant education, experience, and expertise and would be able to provide insights and practical wisdom based upon that education, experience, and expertise.

• Whether the candidate is a VMI alum in good standing, has knowledge of VMI; the VMI Alumni Agencies; the VMI Board of Visitors; and issues affecting VMI, the VMI Alumni Agencies, and the BOV.

• Whether the candidate is committed to enhancing VMI and the VMI Alumni Association and/or its agencies. Whether the candidate has demonstrated a commitment to serving alums and cadets through volunteer opportunities and/or experience.

• Whether the candidate fully understands or has the capacity to fully understand the legal responsibilities of a director and the governance processes of a Virginia state school and/or non-profit alumni agencies.

• Whether the candidate is of high moral and ethical character and would be willing to apply sound, objective, and independent judgment and assume broad fiduciary and other pertinent responsibilities.

• Whether the candidate has and would be willing to commit the required hours necessary to discharge the duties of the assigned board membership.

• Whether the candidate has any prohibitive interlocking relationships or conflicts of interest.

• Whether the candidate can develop a good working relationship with other board members and contribute to the board's working relationship with the senior management of the VMI Alumni Association, Keydet Club, Foundation, and VMI.

SERVICE ON THE BOARD

Board members discharge their governance responsibilities primarily by participating in the four yearly board meetings. Two meetings are in person, in Lexington, Virginia, and two are virtual. The standing committees meet in conjunction with the board meetings (some of which are conducted virtually before a board meeting), and there is one in-person annual membership meeting that requires two to three days, including travel time.

A director should be able to devote 5–8 hours a month to Association matters, including travel, board and committee meetings, and participation in other events such as chapter activities, new cadet recruiting, the annual Cadet-Alumni Career Networking Forum, and the Volunteer Leaders Conference. All required travel to attend in-person board and committee meetings will be at the board member's expense.

A board member must clearly understand that he/she represents the Alumni Association in public and must refrain from activities or conduct that could negatively impact the reputation of the Alumni Association, or could reasonably be viewed as conflicting with, or possibly influencing the board member's judgment regarding his/her Alumni Association responsibilities. Board members will receive no compensation but are responsible for all expenses, including travel, lodging, and meals.

If you have any questions, please contact Brandon Bissell '98, Alumni Association chief operating officer, at bbissell@vmiaa.org.

HOW TO APPLY

To access the online application, members should click here and follow the instructions. Once you have completed and submitted the Application Information Form, you will receive an email from the Alumni Association with a secure link to upload the additional supporting documentation required to complete your application. **All required documents must be submitted no later than 5 p.m. EST Dec. 15, 2026. Applications open Oct. 29, 2026.**

Required Documentation: On the Application Information Form, you will be asked to describe your general and special skill qualifications, as well as leadership experience in military and non-military professional positions. This will allow the Nominating Committee to determine the

nominees who, collectively as a board class, have the background and experience needed to support the Alumni Association, its board, and its committee structure.

- General qualifications *(refer to No. 1 below)* are of utmost importance and will be considered first. All board members must meet the general qualifications as noted below.
- Special skills *(refer to No. 2 below)* are not required of all applicants; however, they are desired to ensure the board, as a whole, has the special skills required to successfully execute all of the board's duties and responsibilities. Not all applicants are required to have special skills, but those who bring experience in those areas should describe their special skills and experience in their application package.

YOUR APPLICATION PACKAGE MUST INCLUDE THE FOLLOWING:

1. **A description of your general qualifications**: A maximum of two pages should be submitted to cover items a-d noted below. Describe your overall qualifications to serve as a board member by separately addressing each of the following:

   a. Your understanding of and a strong desire to support the Association's mission. You should clearly articulate why you wish to serve on the Association's board and how your qualifications, experiences, and achievements will help accomplish the Alumni Association's mission.

   b. Your understanding of the time and travel requirements of board service (see below) and an explanation of how you will fulfill those requirements, considering your other business and personal commitments.

   c. Your understanding of the needs of VMI alumni as they pursue a variety of post-VMI undertakings, including military and federal civilian service, professional civilian occupations, and careers in business and industry.

   d. Your understanding of the role and responsibilities of a nonprofit corporate board of directors, including the importance of providing strategic guidance and direction to the organization.

Note: When preparing your application, please ensure you have addressed all four of the general qualifications (described above) and your special skills and experience (described below).

2. **A description of the special skills, knowledge, and experience you bring to the board:** A maximum of one page should be submitted to cover items a-f, noted below. Identify whether you have any of the special skills, knowledge, or experience described below and, if so, briefly describe them. Again, these are not required of all applicants; however, they will be considered by the Nominating Committee to ensure the board, as a whole, has all the necessary skills and experience to fulfill its duties and responsibilities. The special skills sought are:

   a. Experience serving on a board of directors or as an officer of a for-profit and/or nonprofit corporation.

   b. Experience in a leadership role in one or more of the Alumni Association's chapters.

   c. Experience in finance, accounting, and/or endowment investments.

d. Experience as a volunteer for VMI or VMI Alumni Association on VMI advisory boards, endowment work, VMI Board of Directors committees, and regional and chapter events.

e. Experience in philanthropic or charitable fundraising and giving on behalf of a nonprofit corporate or similar entity.

f. Experience in organizational planning—the process by which an organization defines its long-term vision, sets strategic goals, and identifies and develops the resources needed to achieve them.

3. **Resume:** A one-page resume of your professional experience and education (military, government, and or/civilian).
4. **Letters of recommendation:** Two letters of recommendation must be submitted with the application.

Background check: As part of the application process, every applicant will be asked to submit to a background check, which will include a review of public records and of their public online communications, such as Facebook, Instagram, LinkedIn, and other social media platforms.

The completed application package, to include no less than three letters of recommendation, must be received by the application deadline, 5 p.m. EST Dec. 15, 2026.

Applications will be evaluated by the Nominating Committee to select the nominees to be voted on by the Alumni Association's membership. Vacancies are projected for both at-large and regional director positions on the board.

OTHER IMPORTANT INFORMATION

- Directors must be members in good standing of the Alumni Association.
- Directors hold office for one 3-year term and may serve for a second 3-year term. They may not serve more than a combined 6 years unless appointed to fill a vacated position preceding the first 3-year term.
- Each director represents the total Alumni Association and not a regional or service constituency.
- The board directs and controls the business management and affairs of the Alumni Association and has the authority to approve contracts, incur liabilities, expend funds, and attend to other Alumni Association matters.
- There are no class, grade, or other limitations on the members who may serve as directors at any one time. The overall objective of the board member selection process is to obtain the best-qualified members from the membership.

YOUR COMPLETE APPLICATION PACKAGE MUST INCLUDE:

1. A description of your general qualifications
2. A description of the special skills, knowledge, and experience you bring to the board
3. Resume

4. Letters of recommendation (2)

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.