



Imperial Court of New York, Inc.

Candidate Requirements for Board and Officer Positions 2019-2020

The following Imperial Court of New York Board of Directors positions are up for election at the Annual September Membership meeting.

All Board Applications must be in the hands of the President of the Board no later than 11:59 pm on June 30, 2019 to be considered for office. The candidates will be announced at the August General Membership meeting where they are also expected to give a short (3 minute) presentation at the August General Membership meeting. Voting will occur at the Annual September Membership Meeting. All applicants are requested to also provide a 150-250 word campaign message for publication prior to the elections.

Vice-President (2 Year Term)

- a. Candidate must have served as a Board member for one full year term prior to application.
- b. Candidate must be a member in good standing for 2 combined years prior to election.
- c. Candidate must possess a background that provided them with leadership responsibilities, organizational and management experience, in other Non-Profit organizations, or work/job related exposure.
- d. Candidate must make themselves reasonably available by person, phone or email for any organizational business.

- e. Candidate must have excellent communication and platform skills, enabling them to address Members, Media and Public.
- f. Candidate must have access to a Computer and be capable to communicate with the organization on any necessary announcements. They must have Intermediate to advanced knowledge of Word, Adobe, and Excel to keep records such as membership rosters, phone listings and membership databases capable of being sorted by a variety of criteria as needed. Strong spelling and grammar skills are essential.
- g. They must also have access to email for necessary communications.
- h. Candidate should have a clear background, devoid of any criminal activities or misconduct, in order to be bonded as a duly authorized signatory of corporation's checks.
- i. Candidate must raise a minimum of \$500 during their term in office. This does not include any funds raised as a member of a Night of a Thousand Gowns (NOTAG) committee.

Treasurer (2 Year Term)

- a. Candidate must be a member in good standing for a combined total of 2 years prior to application.
- b. Candidate must have a clean background devoid of any criminal activities and misconduct in order to be duly bonded as a signatory of corporation's checks.
- c. Candidate should have previous knowledge of financial and accounting practices, in a business and or non-profit organization.
- d. Candidate should be familiar with financial matters dealing with non-profit and 501(c) 3 organizations and tax laws.

- e. Candidate must have access to a computer and knowledgeable of any software needed for the purpose of balancing books and providing a monthly financial report to the Board of Directors and Membership.
- f. Candidate must have the time to make themselves available to the Board of Directors and Membership on any financial inquiry.
- g. Candidate must make themselves reasonably available by person, phone, or by email for any organizational related business.
- h. Candidate must be willing to be bonded.
- i. Candidate must raise a minimum of \$500 during their term in office. This does not include any funds raised as a member of a Night of a Thousand Gowns (NOTAG) committee.

Secretary (1 Year Interim Term)

- a. Candidate must be a member in good standing for a combined total of 2 years prior to application.
- b. Candidate must have a clean background devoid of any criminal activities and misconduct in order to be duly bonded as a signatory of corporation's bank accounts.
- c. Candidate should possess previous related board experience either with another non-profit organization and or work-related experience.
- d. Candidate should have previous administration experience in a business and or Non-profit organization.
- e. Candidate should be familiar with administrative matters dealing with non-profit and 501(c)3 organizations
- f. Candidate must have access to a computer and knowledgeable of any software needed for the purpose of producing correspondence and providing monthly minutes to the Board of Directors and Membership in a timely matter as designated by the Board of Directors.

- g. Candidate must be able to collect corporation mail from the PO Box and Center address on a regular basis as designated by the Board of Directors.
- h. Candidate must have the time to make themselves available to the Board of Directors and Membership on any administrative matters they may arise.
- i. Candidate must make themselves reasonably available by person, phone, or by email for any organizational related business.
- j. Candidate must raise a minimum of \$500 during their term in office. This does not include any funds raised as a member of a Night of a Thousand Gowns (NOTAG) committee.

Board Member At Large (1 Year Term)

- a. Candidate must be a member in good standing for 1 year prior to the election.
- b. Candidate should possess previous related board experience either with another Non-profit organization and or work-related experience.
- c. Candidate must have access to a computer for any task that may be assigned and for informal communications.
- d. Candidate must make themselves reasonably available by person, by phone, or by email for any organizational related business.
- e. Candidate must have time to make monthly meetings and any special meetings that may be required.
- f. Candidate must raise a minimum of \$500 during their term in office. This does not include any funds raised as a member of a Night of a Thousand Gowns (NOATG) committee.

Minister of Protocol (1 Year Term)

- a. The Minister of Protocol shall provide the Reigning Monarchs with protocol for Out of Town (OOT) coronations and functions upon request.
- b. The Minister of Protocol shall not be an Officer of the Corporation
- c. The Minister of Protocol shall be responsible for all protocol for Night of a Thousand Gowns
 - i. The Sign-in Sheets of members in good standing being presented, to be indicate their presence
 - ii. The Protocol: The list of official titles in order of rank to be read out to the Sovereigns
 - iii. Properly edited Protocol for Out of Town Empires
 - iv. They shall designate and supervise the ICNY members who will staff the Protocol desks
- d. The Minister may serve as the co-chair of the Membership Committee