



# WIFV Board Candidate Profile Guidelines

To enable WIFV members to make an informed decision when casting their ballots and so that WIFV can accurately profile your candidacy, please provide your candidate profile and biography in an electronic format by **5:00 pm May 18, 2020**. WIFV cannot guarantee your inclusion on the ballot if materials are not received by the deadline. WIFV reserves the right to edit all materials.

1. **Your candidate statement and bio in a paragraph format provided in a Word document. Maximum of 400 words combined. See sample on next page.**
  - A detailed account of why you are running for a Board position; what you hope to accomplish if elected; and your vision for WIFV. This should be written in the first person.
  - Background (written in third person). Consider including:
    - Education
    - Work experience
    - Industry activities
    - WIFV participation
    - Awards and achievements
    - Contact information (name, title, company, e-mail)
  
2. **A color photo of yourself.** The photo must be in **jpg format**. 300 dpi is recommended.

**Send electronic documents to: [director@wifv.org](mailto:director@wifv.org)**

**Questions?** Feel free to contact:

Melissa Houghton, Executive Director, at 202-429-9438 or [director@wifv.org](mailto:director@wifv.org)

Robin Noonan-Price, Board President, at 202-486-4833 or [president@wifv.org](mailto:president@wifv.org)

**Materials Due May 18, 2020 at 5:00 pm**



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## SAMPLE BOARD CANDIDATE PROFILE

### **Jane Doe, M.A.**

Chief Operating Officer  
Madeup Video Production Company

### **If Elected:**

“For more than a decade I have been privileged to serve WIFV in many roles, from Job Fair Chair to my current role as the VP of Programming. My goals for WIFV are simple: to provide the education and networking that can improve the industry for every freelancer, company and employee. WIFV has accomplished a lot in its 40 years, with some of the most dramatic endeavors being its role as the “go to” source for those in non-fiction media, expansion of offerings for narrative filmmakers, direct grants to members, and the awarding of the Women of Vision honor to boost the recognition of women in the media industry. If elected, I will continue to serve with diligence, energy and enthusiasm and will work hard to make those who work in the industry better informed and prepared.”

### **About the Candidate:**

Jane is a 22-year veteran of the production industry, starting as a PA in 1981 while attending college at University of Maryland. She has served in many technical roles from editor to VP of Production with companies such as HBO and ESPN. She is currently Chief Operating Officer for Madeup Video Production Company, a full-service production facility providing script-to-screen video production, and website design and implementation.

Jane is very active in WIFV having served as a workshop panelist, regular program attendee, and as a member of the International Committee. She completed her Masters degree in Communications: Producing for Film and Video in 1993 and Communications Engineer certification in 1995. Professionally, she won an Emmy award in both 1998 and 2007. Jane became a WIFV Executive Member in 1998.

### **Contact Information:**

Name

Company

Email