



# WIFV Board of Directors Election Guidelines

Dear Candidate,

Thank you for your interest in serving on the WIFV Board of Directors for the 2025-2027 term.

To formally submit your candidacy, **you must provide a candidate statement, biography, and color photo to WIFV no later than 6:00 pm May 6, 2025.** If your materials are not received by this deadline, or if they are submitted timely but do not comply with the requirements below, you may not be included on the election ballot.

Your candidate statement and biography allow WIFV to accurately profile your candidacy and enables WIFV members to make an informed decision when casting their ballots. A sample is provided as the last page of these guidelines.

**Candidate statement.** Your candidate statement should provide a detailed account of why you are running for a Board position, what you hope to accomplish if elected, and your vision for WIFV. It should be written in the first person.

**Biography.** Your biography should be written in third person. Consider including your:

- Education
- Work experience
- Industry activities
- WIFV participation
- Awards and achievements
- Contact information (name, title, company, e-mail)

Your candidate statement and biography must not exceed 400 words combined. They should be provided in paragraph format in Word. We have provided a sample below.

**Color photo.** Please provide a color photo of yourself in **jpg format**. 300 dpi is recommended.

WIFV reserves the right to edit all board candidacy materials submitted for clarity, conciseness, and to conform with word count and other specified requirements. Edits will be provided to candidates for review.

**To formally submit your candidacy, send your candidate statement, biography, and photo to: [director@wifv.org](mailto:director@wifv.org) no later than 6:00 pm May 6, 2025.**

Only emailed submissions will be accepted.



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## Frequently Asked Questions

### **What happens after I submit my materials?**

WIFV staff will compile each candidate's statement, biography, and photo into a "candidate profile," reviewing for word count and other requirements and editing for clarity/readability as may be needed. Edits will be shared with candidates for review.

WIFV staff will then submit all duly received candidate profiles to the Nominating Committee of the WIFV Board of Directors.

The Nominating Committee reviews the candidate profiles submitted by the WIFV staff, suggests any further edits (which will be submitted for candidate's review and approval), and presents candidates to be approved by the WIFV Board of Directors.

At its May Board Meeting, the WIFV Board of Directors officially approves the formal slate of Director Candidates for the 2025-2027 term. The slate will then be presented to the members of WIFV who are eligible to vote.

### **Which WIFV members are eligible to vote?**

The voting members of WIFV are all general and executive members as of May 21, 2025 (including those receiving memberships as a representative of a corporate supporter).

### **How do WIFV members vote? How is the election determined?**

Voting will open in early June and remain open for a 10-day period. Candidate profiles will be provided to WIFV voting members via electronic ballot. The ballot, along with several reminders to vote, will be sent to WIFV voting members during the 10-day voting period. Members vote "yes" or "no" for each candidate. At least 10% of eligible voting members must vote for a valid election to have occurred. A candidate must receive at least 51% of affirmative votes to join the WIFV Board.

### **May I campaign?**

Yes. As a candidate for the WIFV Board of Directors, you are welcome to formulate and implement a campaign strategy. While WIFV supports the efforts of campaigning candidates in order to educate our voting members, campaigning is optional and is the sole responsibility of the candidate.



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## May I send information directly to WIFV members regarding my candidacy?

Yes. You can do so via postal mail or by email:

- **Postal mail.** If you would like to send information to WIFV members via postal mail, WIFV will provide you with an electronic list of the mailing addresses of WIFV members as of **May 21, 2025**. By accepting the list, you agree to only use the list once for the purpose of campaigning and to provide WIFV with a copy of all campaign materials to be mailed prior to distribution. The list cannot be used for any other means and may not be shared with other parties. Please submit your request for the mailing list to **Melissa Houghton** at [director@wifv.org](mailto:director@wifv.org). Please allow 5 business days for fulfillment of your list request.
- **Email.** If you would like to send information regarding your candidacy to WIFV members via email, please do so privately, one to one. The WIFV listserv is NOT to be used for campaigning, as it can be considered self-promotion in violation of WIFV listserv rules.

**Other materials.** You are welcome to establish and create materials, such as a website or video, to promote your candidacy. WIFV will feature a link to your site in your candidate profile. Please send the appropriate link information to [director@wifv.org](mailto:director@wifv.org) by **May 31, 2025**.

## Questions?

At any point during the election process, please feel free to contact:

- Melissa Houghton, WIFV Executive Director, at 202-429-9438 or [director@wifv.org](mailto:director@wifv.org)
- Connie St. John, WIFV Board President, at 202-500-4037 or [president@wifv.org](mailto:president@wifv.org)



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## SAMPLE CANDIDATE STATEMENT AND BIOGRAPHY

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

Chief Operating Officer

Made-up Video Production Company

#### **If Elected:**

“For more than a decade I have been privileged to serve WIFV in many roles, from Job Fair volunteer and a regular attendee at WIFV programming. My goals for WIFV are simple: to provide 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 2001 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 Made-up 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 Membership Committee. In 2003, she received her Master’s Degree from American University’s School of Communications, in the Producing Film, Television and Video Program, and received her Engineer certification in 2008. Professionally, she won an Emmy award in both 2014 and 2019. Jane became a WIFV Executive Member in 2013.

#### **Contact Information:**

Name

Company

Email