



## Board Director Volunteer Application Form

We are honored that you are interested in serving as a Director of Certified Financial Planner Board of Standards, Inc. With a mission dedicated to serving the public, we seek a broad-based Board that includes CFP® professionals, others in financial services as well as public members. Directors guide the organization’s policy direction and ensure that it’s working toward accomplishing its mission. Please review the full position and candidate specifications at [www.CFP.net/docs/volunteers/candidate.pdf](http://www.CFP.net/docs/volunteers/candidate.pdf).

In our effort to find qualified candidates we use a comprehensive selection process. This includes:

- All candidates complete this application.
- The Nominating Committee reads all applications and selects a smaller number of candidates.
- Those candidates complete a Conflicts of Interest questionnaire and undergo a background check.
- Candidates complete further assessment and the Committee conducts interviews.
- The Committee proposes a slate of Directors for the Board’s consideration.
- The Board elects new Directors at its November board meeting to serve a four-year term, beginning January 1 of the following year.

**Save This Form to Your Computer Before Filling It Out**

**PLEASE TYPE YOUR RESPONSES – ONLY TYPED APPLICATIONS WILL BE CONSIDERED**

### SECTION I: Contact Information

Name: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Fax: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SECTION II: Professional Experience

*Please list your current position and the previous three.*

Position: \_\_\_\_\_ Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Position: \_\_\_\_\_ Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Position: \_\_\_\_\_ Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Position: \_\_\_\_\_ Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

## Board Director Volunteer Application Form (continued)

### SECTION III: Background, Credentials and Professional Designations

#### 1. Educational Degrees:

Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_ College or Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_ College or Institution: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_ College or Institution: \_\_\_\_\_

#### 2. Licenses, Designations or Certifications:

Designation: \_\_\_\_\_ Date Received: \_\_\_\_\_ Granting Organization: \_\_\_\_\_

Designation: \_\_\_\_\_ Date Received: \_\_\_\_\_ Granting Organization: \_\_\_\_\_

Designation: \_\_\_\_\_ Date Received: \_\_\_\_\_ Granting Organization: \_\_\_\_\_

#### 3. If you work in financial planning or financial services, what is your area of subject matter expertise? (If you do not work in financial services, please skip to Section VI.)

Generalist

Insurance Planning

Employee Benefits

Tax Planning

Retirement Planning

Estate Planning

#### 4. If you are an active financial planner, what market(s) do you serve?

Ultra High Net worth

High Net worth

Mass Market

Specify Niche, if applicable: \_\_\_\_\_

Describe your business model and compensation arrangement?

### SECTION IV: Previous Volunteer Service Other Than on a Board of Directors

Please list previous volunteer positions held with CFP Board or other professional/association/industry/community organizations:

Organization	Service/Position Held	Start Date	End Date	Reference Names & Phone Number

### SECTION V: Previous Board Experience

Please provide the following information for each Board of Directors on which you have served. Add additional page if necessary.

Organization 1 Board of Directors Service	
Organization Name	
Dates of Service	
Leadership Positions Held, if any, and Length of Time	
Reference Names & Phone Numbers	
Organization 2 Board of Directors Service	
Organization Name	
Dates of Service	
Leadership Positions Held, if any, and Length of Time	
Reference Names & Phone Numbers	

## Board Director Volunteer Application Form (continued)

### SECTION VI: Disclosure of Complaints Current and Past

1. Have you ever had a license relinquished or revoked?  Yes  No If yes, please explain in the space below or on an attached sheet.

2. Have you ever declared bankruptcy?  Yes  No If yes, please explain in the space below the dates, the type, the circumstances and the outcome.

3. Are you, or have you ever been, under notice as to any complaints by clients or any regulatory agency which have led or may lead to legal or disciplinary action?

Currently  Have Been  No

4. If you are currently under notice or you have been in the past, please briefly explain:

### SECTION VII: Open-Ended Questions

Please respond to the following open-ended questions. Provide a paragraph on each question starting on the line below the question. Add additional pages if necessary.

**1. Why should you be selected to serve on the Board of Directors of CFP Board? Please describe your specific and unique qualifications that set you apart from other possible candidates and position you to be an effective Board member.**

**2. What do you see as the most pressing issues facing CFP Board over the next 4 years? Why?**

**3. Please provide examples of how you've thought or led strategically in your previous volunteer positions.**

**4. How do you think the public views CFP® certification and CFP Board?**

**5. Please describe the contributions you have made to your profession of which you're most proud.**

**6. Please describe the exact nature of your media and speaking experience.**

**7. How do you believe a certifying body like CFP Board differs from membership organizations like FPA or NAPFA?**

Board Director Volunteer Application Form (continued)

8. If selected to serve which Board Committees do you believe you would be able to make the greatest contribution to and why?

Appeals   
Governance

Audit   
Nominating

Finance and Investments   
CEO Oversight

9. What might make it difficult for you to meet the obligations of a Board Director which include attending all Board meetings and conference calls, participating on Board Committees and Task Forces, related preparation and other unscheduled commitments? What will you do to ensure you perform all your responsibilities and keep your commitments? For time commitments, please review the full description of the candidate specifications at [www.CFP.net/docs/volunteers/candidate.pdf](http://www.CFP.net/docs/volunteers/candidate.pdf).

Board Director Volunteer Application Form (continued)

**10. What, if any, conflicts of interest, current or anticipated, might exist that the Board should know about in considering your application?**

**11. What else should we know about you that is not reflected elsewhere?**



## Board Director Volunteer Application Form (continued)

### **SECTION VIII: Other Volunteer Opportunity Interests If Not Selected for the Board of Directors**

Given that there are generally no more than 2 to 4 openings for any given year and it is a very competitive process, please mark any other volunteer opportunities for which you might be interested in volunteering if you are not selected to serve on the Board of Directors:

- Council on Education
- Council on Examinations
- Disciplinary and Ethics Commission
- Public Policy Council

#### **Exam Development Volunteers:**

- Job Analysis
- Item Reviewer
- Exam Reviewer
- Item/Case Writer

To learn more about opportunities in these areas go to [www.CFP.net/volunteers](http://www.CFP.net/volunteers).

### **SECTION IX: Submittal and Acknowledgement**

I agree that everything on and attached to this form is correct and accurate to the best of my knowledge

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send your completed application by mail, fax or email to:

CFP Board  
Attn: Christy Callaway  
1425 K Street NW #800  
Washington, DC 20005

Fax: 202-379-2303

Email: [ccallaway@cfpboard.org](mailto:ccallaway@cfpboard.org)