

VICE PRESIDENT AND BOARD OF TRUSTEES NOMINATION DOCUMENTATIONS REQUIREMENTS AND UPLOAD INSTRUCTIONS

1. All information and attachments are to be directed to the nominator for submittal. The nominator may choose to collaborate with the nominee by providing them the nomination link to upload various documents. The following information/documents in the format and size listed below are required for uploading. There are other questions on the nomination, however, the following responses will require .pdf documents to be uploaded.
 - a. Bio Sketch
 - *Candidate's s most significant honors, awards, papers, patents, as well as the nominee's ASM service and contributions i.e., affiliate society, committee, council, chapter, editorial, teaching, etc.*
 - *No more than 300 words introducing the candidate.*
 - b. Other Volunteer and Leadership Activities
 - *Include a list of relevant volunteer, leadership and governance experience/ participation the nominee has had with Boards, community services, and comparable organizations, etc. outside of ASM.*
 - *No more than 300 words.*
 - c. Fields of Experience, Specialization, and Interest
 - *Reference Question #9 on the nomination for details*
 - *No more than 1 page in 10 pt. Arial font*
 - d. Managerial and/or Business Perspective
 - *Reference Question #10 on the nomination for details*
 - *No more than 1 page in 10 pt. Arial font.*
 - e. Nominee Vision Statement
 - *Reference Question #11 on the nomination for details*
 - *No more than two (2) pages in 10 pt. Arial font.*
 - f. Resume/Curriculum Vitae (CV)
 - *No more than three (3) pages in 10 pt. Arial font.*
 - *Include the candidate's most significant honors, awards, papers, patents, etc. focusing on the most current information within the last 5 years.*
 - g. Current Photo
 - h. Letters of Support
 - *One letter of support from the nominator*
 - *Up to four (4) additional letters of support*
2. Once files are uploaded and the Submit button is clicked, the nominator will see a screen confirming the submission as well as receive an email confirmation with a link for reference. If the submission does not upload and transmit properly, please contact leslie.taylor@asminternational.org.

Important! The submitted nomination material is the total case as it will be presented to the ASM Nominating Committee, therefore, be certain to provide complete and strong documentation. *Incomplete nominations **will not** be forwarded to the Nominating Committee.*