

APPENDIX E - INSTITUTE DIRECTOR NOMINATION FORM

Date

To: Southwest Region CSI Nomination Committee

From: _____

Subject: Nomination for Southwest Region Institute Director

Please consider _____ as a nominee for the office of Southwest Region Institute Director (Professional) (Industry/Associate).

Enclosed is their biographical information along with a statement of his/her goals.

(Name of Chapter)

(Signature)

(Printed Name)

(Office)

Enclosures

**BIOGRAPHICAL INFORMATION
NOMINEE FOR SOUTHWEST REGION INSTITUTE DIRECTOR**

NAME: _____

DATE:

HOME ADDRESS:

SPOUSE'S NAME: _____ **HOME PHONE:**

__BUSINESS NAME:

BUSINESS ADDRESS:

__BUSINESS PHONE: _____ **FAX NUMBER:**

Mailing Address (check one): Home Business

Membership Classification: _____ **Joined CSI:**

Chapter Affiliation(s) and Date(s) _____

_____ **Business Activity Information (Type of Business):**

- | | |
|--|----------------------------|
| _____ Specification Writer, Consultant | _____ Draftsman (Arch/Eng) |
| _____ Architect, Arch. Consultant | _____ Manufacturer |
| _____ Engineer, Eng. Consultant | _____ Distributor/Supplier |
| _____ Contractor, Contr. Consultant | _____ Attorney |
| _____ Publication | _____ Manufacturer's Rep. |
| _____ Architect/Engineer Management, Sales or Distribution | |
| _____ Association Executive, Educator, Research Worker | |
| _____ Other (Describe) | |

Firm is considered (small) (medium) (large) in its field.

Firm operations are primarily (local) (regional) (national).

Membership in other related organizations:

_____ **Architect/Engineer Licenses**

APPENDIX E - INSTITUTE DIRECTOR NOMINATION FORM *continued*

(show states and dates registered):

_____ College/University Education:

APPENDIX E - INSTITUTE DIRECTOR NOMINATION FORM *continued*

NOTES TO NOMINEE:

Please enclose a recent 3x5 black and white, glossy, head-and-shoulder photograph, suitable for publication. Attach additional pages to show the following information:

Business Responsibilities:

Briefly describe your primary activity or responsibility in the business, firm, or institution, such as specification writing, design, administration, promotion/marketing, field representative, estimating/expediting, or other activities. Describe more than one responsibility, if applicable. If your field is engineering, please note the discipline.

Business Background:

Briefly list professional or business background.

Services to CSI:

Show office(s), committees appointments, awards received, annual conventions and region conferences attended as delegate, speaking engagements, or other activities. Denote committee chairmanship by an asterisk. List all dates consecutively (noting both the month and year), ending with the most recent activity. List Chapter service first, followed by Region and Institute service. List Awards received last.

Goals as Southwest Region Institute Director:

Briefly discuss your goals for the Institute and the Southwest Region.

I accept the nomination and agree to serve if elected as Institute Director for the Southwest Region.

(Date)

(Signature)