**TO ALL MEMBERS OF EDO NATIONAL ASSOCIATION WORLDWIDE (ENAW)**

Please be advised that nominations for leadership positions in ENAW and bids to host the YYYY, YYYY conventions are now open. Applications will be accepted from MM/DD/YYYY to MM/DD/YYYY.

1. **Defined Leadership Position:**
	1. Chairman – Council of Presidents
2. **Defined Executive Council Positions:**
	1. National President
	2. Secretary
	3. Assistant Secretary
	4. Treasurer
	5. Financial Secretary
	6. Cultural Director
	7. Women's Affairs Coordinator
	8. Public Relations Officer & Social Welfare Officer
3. **Convention Hosting Bids:**
	1. YYYY ENAW Convention
	2. YYYY ENAW Convention

**Instructions**

In accordance with Article 1V Sections 7 & 8, Article V Sections 1&3, Article V1 Sections 1, 3, 4a, 4b, & 4c, and Article 1X Section 3a through 3h of ENAW constitution, candidates seeking leadership and executive council positions will follow steps 1 through 3.

1. Step 1: Must submit application to the screening committee (Print application form from ENAWorldwide.org)
	1. *Click on the About ENAW tab and then Downloadable Documents*
2. Step 2: Must accompany the application with Five (5) copies each of the following documents:
	1. Cover letter describing interest in the position being sought
	2. Education and relevant experience
	3. Goals and any other relevant information that might help the application.
	4. Resume
	5. At least two references with addresses and phone numbers.
3. Step 3: Must submit/mail application to the Chairman of the Screening Committee using address:
	1. Screening Committee Chairman Address:

\_Name \_\_\_\_\_\_\_\_\_\_

\_Address\_\_\_\_\_\_\_\_\_\_

\_City/State/Zip\_\_\_\_\_

**Instructions**

In accordance with Article 1V Sections 7 & 8, Article V Sections 1&3, Article V1 Sections 1, 3, 4a, 4b, & 4c, and Article 1X Section 3a through 3h of ENAW constitution, candidates seeking a bid to host a convention will follow steps 1 through 3.

1. Step 1: Must submit a written proposal.
2. Step 2: The proposals shall include the following:
	1. The name
	2. Address and telephone number of the member organization proposing to host the convention
	3. The name, address and telephone number of the contact person for that member organization.
	4. The name, address and telephone number of prospective facilities to be used for the convention.
	5. A statement, posters/brochure regarding the proposed facilities, capacity and availability.
	6. A proposed convention budget including reasonable estimates of expenditures and available fund. The budget must be sufficiently detailed to allow the COP make a determination as to the feasibility of the proposed convention.
	7. Any other information that mighty assist the COP in selecting a convention site.
	8. A convention deposit of $5,000.00 in cashier check or money order. (Refundable only if not selected to host, for the winner, the deposit will be applied towards the required $5,000.00 convention payment to ENAW.)
3. Step 3: The proposal must be submitted before deadline of MM/DD/YYYY.

IMPORTANT INFORMATION

1. Please be conversant with Article 1X, Section 3a through 3h, Section 4, and Section 5 of the ENAW Constitution.
2. All applications are to reach the above-named not later than MM/DD/YYYY
3. Please note that the Screening Committee has resolved that the date of submission of applications will NOT be extended, as the Committee needs ample time to peruse the documents for a final recommendation to the Council of Presidents (COP).
4. The Screening Committee hereby advise that any aspiring/prospective applicant into Leadership positions familiarize him or herself with all Sections of Article 1V, Article V, and Article V1 of the CONSTITUTION of Edo National Association Worldwide (ENAW)
5. The Screening Committee shall organize a teleconference interview of all applicants in the month of February – March DD / YYYY.
6. Please note that the Council of President (COP) shall make its selection of the Officers at the COP meeting in YYYY (April DD to DD) based on the recommendations of the Screening Committee. Therefore, all aspiring/prospective applicants are required to be in Houston in April to present their vision before members of the COP.

SIGNED:

Screening Committee Chairman: First, Last

Phone: (XXX) XXX-XXXX

Email: email@email.com

Screening Committee Member 1: First, Last

Phone: (XXX) XXX-XXXX

Email: email@email.com

Screening Committee Member 2: First, Last

Phone: (XXX) XXX-XXXX

Email: email@email.com