

# **NOTICE OF ELECTION AND SOLICITATION OF INTEREST BOARD OF DIRECTORS JFK FITNESS CENTER**

Date: February 14, 2014

To: All Members of the JFK Fitness Center

From: Secretary, Board of Directors JFK Fitness Center

Notice. Please be advised that an election will take place for four openings on the Board of Directors for the JFK Fitness Center. This includes three current members: Robert Broadbent, Steve Mills and Deborah Osborne. All three are seeking re-election. The fourth opening is a vacancy.

Background Information. The Board of Directors for the JFK Fitness Center consists of nine members (not including Bruce Cohen, the Executive Director). Members serve a three-year term. Each year, usually one third of the Board (three members) stands for election.

Board members are volunteer federal employees who donate their time and energy to operating the Fitness Center at minimal cost to its membership. The 60 to 90 minute Board meetings are usually held monthly. Board members are expected to attend scheduled meetings. Absences should be rare. In addition to the monthly meetings, Board members can spend up to five hours per month on various committees or other Fitness Center activities.

Board member responsibilities include:

- assisting in the development and adoption of policies and procedures which govern the operation of the Center
- approving the Center's budget and assist in equipment purchasing decisions
- reviewing financial statements prepared by the Board Treasurer and outside auditors
- creating and providing leadership to committees and special task groups as needed

Board members must be:

- Federal employees and current members of the JFK Fitness Center
- interested and committed to quality Fitness Center operations
- willing to chair and participate in the work of any committees and task groups

Self-nomination. Between now and **March 7, 2014** at 4:30 PM, individuals interested in serving as a Board member are requested to complete and sign the self-nomination form on the last page of this document. Submit the form by the deadline to the Fitness Center office.

Applicants are encouraged to briefly describe why they wish to serve on the Board. If an applicant wishes, he or she may provide a small photo. The submission of a photo is completely optional.

No later than **March 7, 2014**, a slate of candidates will be posted on the main bulletin board of the Fitness Center. The list of candidates will include the incumbents mentioned above.

Voting. If necessary, voting for the Board of Directors will occur between **March 7, 2014** and **March 14, 2014** (at 4:30 PM). Ballots will be available at the Fitness Center and will require your signature before being placed in the ballot box. Election results will be posted on or about **March 21, 2014** in the Center.

---

---

**ELECTION SELF-NOMINATION FORM  
BOARD OF DIRECTORS  
JFK FITNESS CENTER**

I am applying to be a candidate for the JFK Fitness Center Board of Directors.

Name: ----- (print and sign)

Phone: -----

Agency: -----

Work address: -----

-----

I wish to serve on the Board because:

**NOTE: APPLICANT MUST BE A CURRENT FEDERAL EMPLOYEE AND  
A MEMBER OF THE JFK FEDERAL FITNESS CENTER**

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY  
February 21, 2014 AT 4:30 PM**

**THANKS AND GOOD LUCK!**

---

---