

**VOTING PROCEDURE FOR SELECTION OF A HOST (INBOUND)  
COORDINATOR AND/OR JOURNEY COORDINATOR WHEN THERE ARE  
MULTIPLE CANDIDATES**

In all-member communication such as in an email or Passport, a description and an application of the journey and the opportunity to be a Host (Inbound) Coordinator or Journey (Outbound) Coordinator is distributed. The Journey Resource Chair oversees the process and seeks sufficient applications to fill the Host (Inbound) Coordinator or Journey (Outbound) Coordinator position(s). During a monthly meeting, the Board of Directors approves the selection of the Host (Inbound) Coordinator or Journey (Outbound) Coordinator using the following process:

1. Before the board meeting, the Journey Resource Chair distributes all applications that meet the requirements to all voting board members.
2. Before casting ballots, the Journey Resource Chair asks each applicant to state why they feel they would be the best candidate for the position.
3. Each vote will be by secret ballot.
4. Each voting board member, including the applicants for the position(s) who currently serve on the board, will have one vote.
5. All applicants will leave the room before voting.
6. The Journey Resource Chair asks board members to share their ideas about the candidates' suitability for the position. After board members have spoken, the Journey Resource Chair invites the candidates back into the room.
7. The Journey Resource Chair appoints two vote tellers who distribute voting papers to voting board members.
8. The voting board member will place one name on the paper for the position.
9. The two vote tellers collect and tally the ballots.
10. The Journey Resource Chair announces the winner.

## **Journey or Host Coordinator Application**

**Complete the following questionnaire by copying and pasting the questions below into a new document. Then type your answers within the new document. Save the document. Then send a copy of the application to the Journey Resource Chair.**

Name:

Phone:

Email:

1. What general club membership activities have you participated in during the last two years?
2. List your journey experience. Provide the country of the Journey and any committee in which you participated in that Journey. List both Friendship Force trips taken, as well as hosting experiences.
3. List your Club experiences: namely, committees on which you have served, offices held, or other positions on the Board. Provide the year you were involved. Indicate with a (C) any committee for which you were chairperson.
4. Is there any time of year when you cannot lead a journey?
5. Give a brief resume of your profession, hobbies, and other volunteer work that you do.
6. Are you willing to lead either an Outbound Journey or an Incoming Journey?
7. Why do you want to lead a journey?
8. How would you go about recruiting club members and members of our community to participate as ambassadors or hosts for a journey?
9. What experience have you had with volunteer workers?
10. What ideas do you have regarding leading workshops before the journey to instruct hosts/ambassadors regarding the ideals of The Friendship Force?
11. What are your qualifications to lead a journey?