



# NOMINATION FORM FOR MBEIC OFFICER

## **NOMINATIONS DEADLINE AUGUST 16, 2024**

### ***Elected Leadership will begin their term January 1, 2025***

The Dallas Fort Worth Minority Supplier Development Council's **Minority Business Enterprise Input Committee (MBEIC)** provides the following instructions for the election of the DFW MSDC MBEIC Chair and Officers. These instructions are intended to ensure the MBE Input Committee Chair and Officers are ELECTED by the DFW Minority Supplier Development Council's (DFW MSDC's) **current MBE's**. The MBEIC Chair and the MBEIC Officers **REPRESENT ALL** certified MBEs in the DFW Minority Supplier Development Council.

It is the intention to encourage an ethnically and diverse representative MBEIC leadership committed to providing the time and resources necessary to help the Council deliver on its mission.

#### **ELECTED OFFICERS**

The elected officers of the MBEIC shall be the Chair, First Vice Chair, Second Vice Chair, and Secretary.

#### **TERMS**

The term for all officers should be three (3) years. An officer should not serve more than (2) consecutive terms in the same office.

#### **ELIGIBILITY**

The following criteria is recommended to be met before acceptance and placement of an MBE name on the ballot for an officer position.

##### **MBEIC CHAIR**

1. The nominee must be the ethnic owner, CEO and/or President of a certified DFW MSDC minority owned business.
2. The candidate's business must be in good financial standing with the Council.
3. The candidate's business must be certified with DFW MSDC for at least two years as of August 20, 2024.
4. The MBE should be an active participant in the Council and able to demonstrate participation in at least four (4) Council events over the past 12 months.
5. The MBE should be able to demonstrate support of the Council through their sponsorship and/or attendance at Council event(s).
6. The candidate's business must be in good financial standing with other MBEs within the Council.

##### **VICE CHAIRS & SECRETARY**

1. The nominee must be the ethnic owner, CEO and/or President of a certified DFW MSDC minority owned business.
2. The candidate's business must be certified with DFW MSDC for at least two years as of August 20, 2024
3. The MBE should be an active participant in the Council and able to demonstrate participation in at least four (4) Council events over the past 12 months.
4. The candidate's business must be in good financial standing with the Council.
5. The candidate's business must be in good financial standing with other MBEs within the Council.

#### **OFFICER RESPONSIBILITIES**

The officers are responsible for conducting the meetings of the DFW MSDC MBEIC, attending MBE new member on-boarding sessions, recording minutes of the meetings, directing the programs and activities of the MBEIC, preparing monthly reports for the DFW Board meeting, and leading such committees and/or initiatives designed by the MBEIC Chair and/or overall MBEIC leadership and the President/CEO of the Council.

**The Chair serves as the DFW MBEIC representative to the DFW MSDC's Executive Committee and Board of Directors to provide MBE input and exchange relevant information. In addition, the Chair attends the**

## National MSDC Leadership Team Meetings and the National MBEIC meetings.

### EXPECTATIONS OF THE MBEIC CHAIR

- Attendance at all MBEIC Meetings
- Attendance at DFW MSDC Board of Director Meetings
- Attendance at DFW MSDC Working Group Meetings as directed by the President/CEO of the DFW MSDC
- Attendance at the NMSDC National Conference
- Organize, promote and chair MBEIC Meetings
  - Develop a twelve (12) month "Calendar of Events"
  - Establish committees/subcommittees in the MBEIC as appropriate
  - Solicit MBE members to join committees/subcommittees
- Promote key issues and agendas that are beneficial and supportive of MBEs
- Update MBEIC leadership and MBEs, as appropriate, of relevant issues discussed at Board and Executive Committee Meetings as well as National MBEIC Meetings.

### EXPECTATIONS OF THE VICE CHAIR

- Attendance at all MBEIC Meetings
- Perform responsibilities of MBEIC Chair when Chair is absent
- Assist with the organization and promotion of MBEIC Meetings
  - Develop a twelve (12) month "Calendar of Events"
  - Establish committees/subcommittees in the MBEIC as appropriate
  - Solicit MBE members to join committees/subcommittees
- Promote key issues and agendas that are beneficial and supportive of MBEs

### EXPECTATIONS OF THE SECRETARY

- Keep the minutes and attendance of the MBEIC meetings.
- Maintain a file of all essential correspondence of the committee.
- Provide timely notices and agendas of all meetings to the Council for distribution at least 8 weeks prior to meetings/events.

### MBEIC ELECTION SCHEDULE

Nomination Forms Due to Election Committee	August 16, 2024
Candidate Qualifications Reviewed for Eligibility	August 17-22, 2024
Slate of Candidates/Visions Statements distributed to ALL MBEs for review	August 23, 2024
MBEIC Town Hall Meeting with Candidate Presentations	August 28, 2024
Ballots issued to DFW MSDC MBEs for voting (one per company)	August 28, 2024
Ballots Closing at 5:00 pm CST	September 10, 2024
Election Committee Tabulates Results	September 11-13, 2024
Voting Results announced to the DFW MSDC general body	September 13, 2024

**PLEASE COMPLETE EACH OF THE FOLLOWING**

**REQUIRED QUESTIONS**

**SUBMIT by AUGUST 16, 2024**

Your Name

Jacquelyn Clayborn



**What are some of your short-term goals for your first year in this position?**

To effectively serve our MBE community, we will begin with a thorough evaluation of the MBEIC’s current programs and initiatives. This assessment will identify areas of strength and pinpoint opportunities for growth.

**Building a Strong Foundation**

Open communication is vital to our success. We will establish platforms for members to share their experiences, challenges, and aspirations. This collaborative approach will empower us to create a supportive and inclusive environment for all.

**Expanding Our Reach**

Strategic partnerships are essential to amplify our impact. We will actively seek collaborations with corporations, government agencies, and other industry leaders to create new avenues of opportunity for our members.

**Charting a Course for Success**

A clear strategic plan is essential for guiding our efforts. By setting ambitious yet achievable goals, we will position the MBEIC as a catalyst for change and economic empowerment.

**What are your long-term goals for the following two years in this position?**

My long-term vision for the MBEIC encompasses a future where minority-owned businesses are integral to the economic fabric of our community. To achieve this, I will focus on the following key objectives:

**Expanding MBE Opportunities:** Proactively identify and pursue new business opportunities for MBE members, including government contracts, corporate partnerships, and supply chain integration.

**Strengthening the MBE Ecosystem:** Foster collaboration among MBE owners, corporations, and government agencies to create a supportive ecosystem for growth and development.

**Advocacy and Policy:** Engage in advocacy efforts to influence policies that promote minority business ownership and entrepreneurship.

**Data and Research:** Leverage data analytics to identify trends, challenges, and opportunities within the MBE community and inform strategic decision-making.

**Succession Planning:** Develop a robust leadership pipeline to ensure the continued success of the MBEIC. By implementing these strategic initiatives, I aim to position the MBEIC as a leading force in advancing the interests of minority-owned businesses.

**List all DFW MSDC events you have attended and/or sponsored in the past 12 months. You must be able to list at least four (4) events in order to be eligible to run for an office.**

I have been actively engaged with the DFW MSDC to foster growth and collaboration within the minority business community. Over the past year, we have demonstrated our commitment to this mission through participation in several key events.

Specifically, we have been involved in the DFW MSDC Spot Bid & Hub Expo, where we actively networked with potential clients and partners. Our sponsorship and attendance at the Hard Hat Expo showcased our company's capabilities and commitment to the industry. Additionally, we participated in the E Awards, recognizing outstanding achievements within the minority business community. To further strengthen industry connections, we participated in the Top Golf networking experience.

These engagements underscore our dedication to supporting the DFW MSDC's mission and contributing to the success of minority-owned businesses.

**Affirmation of Eligibility**

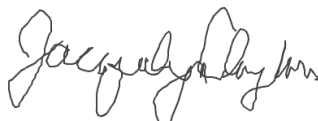
**I attest that my company is in good financial standing with the Council and MBEs associated with the Council.**

Yes

**I attest that my company has been certified for at least two years (as of August 20, 2024) by DFW MSDC.**

Yes

**Printed Name** Jacquelyn Clayborn  
**Company Name** ONC National  
**E-mail** jackie.clayborn@oncnational.com  
**Signature**

A handwritten signature in black ink, appearing to read "Jacquelyn Clayborn". The signature is written in a cursive, flowing style with some loops and flourishes.

**\*Special Notes:** *It is responsibility of the nominating person/candidate to verify that the nomination form has been received. The Elections Committee assumes no liability or responsibilities for failure to receive this information.*