



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

Pamela Nelson

Company Name Bracane Company
Email pjnelson@bracaneco.com
Phone Number (214) 335-1234

I wish to be nominated for this MBEIC position MBEIC CHAIR

Vision Statement

Please respond to the questions below. You may also upload additional information at the end, but you are cautioned to make the information relevant and concise. Please keep your vision concise and related to the position for which you are seeking. Each response should be less than 250 words.

A. Please list or describe your qualifications for the position you are running for, i.e. examples of your leadership)

I have been leading international teams and organizations for over 20 years. As the current MBEIC chair for DFW -MSDC and CEO of a healthcare-focused company, I bring a wealth of experience and a proven track record of leadership to this role. My international experience has equipped me with a diverse perspective and the ability to navigate complex environments, fostering collaboration among various stakeholders to achieve our common goals. I am deeply passionate about empowering minority-owned businesses and driving tangible results. Throughout my tenure, I have championed initiatives that not only enhance visibility for our members but also foster strategic partnerships which lead to growth and innovation. Partnering with MBEs on opportunities and utilization of MBEs for our business. I believe in walking the walk as a servant leader.

I am committed to creating an inclusive platform where every voice is heard, and every challenge is met with actionable solutions. I believe that we can enhance our impact, expand our reach, and continue the work of uplifting our community. I am dedicated to serving and leading the MBEIC with integrity, transparency, and a clear vision for success.

B. Please list all Council and personal achievements that would demonstrate your readiness to hold this position.

Prior to being the chair, I supported the MBEIC as 2nd vice chair; a member of the Inclusive Supply Chain Working Group and co-chair of the Health Industry Group. to Additionally, other committees that are related to board activities including the 50th Anniversary, 1% Plus initiative and volunteered to support the mentoring program in 2022. My personal achievements reflect my readiness to serve as the Chair of the MBEIC and demonstrate my commitment to advancing minority-owned businesses. Completing the Kellogg AMEP program has equipped me with essential leadership skills and strategic insights, enabling me to effectively guide our initiatives and foster collaboration among our members.

As a member of the Diversity Advisory Council for the Association of Professionals in Clinical Research, I have contributed to meaningful dialogue on equity and inclusion, reinforcing our commitment to diverse representation in all fields. My involvement in the National MBEIC Chair Committee for Communication and Government Contracting has honed my ability to navigate complex regulatory landscapes and advocate for policies that benefit our community.

Leading a session on MBE-to-MBE collaboration at the National MSDC Conference 2023 showcased my dedication to facilitating partnerships that drive economic growth. Looking forward to the 2024 conference, I will facilitate a session aimed at helping MBEs regain customer trust following adverse publicity, highlighting my commitment to practical solutions that empower our members. These experiences underscore my readiness to lead the MBEIC with a clear vision, actionable insights, and a strong focus on results that uplift our community.

This position is designed to represent ALL MBEs associated with the Council and not your own personal or business interest. How do you intend to ensure you are representative of ALL?

As the MBEIC Chair, my commitment to representing all certified MBEs is unwavering. I place a strong emphasis on accessible communication, whether it's responding promptly to emails or making valuable

introductions that can help foster crucial connections among our members. My proactive approach ensures that I share relevant RFPs and opportunities, empowering MBEs to capitalize on their strengths and enhance their business prospects.

Mentorship is also a key component of my focus; I am dedicated to supporting new MBEs as they navigate the complexities of our industry. I offer guidance and resources to help them integrate into the council and find their footing in the marketplace. This hands-on approach not only builds confidence but also strengthens our council as a whole, ensuring that each member feels valued and equipped to succeed.

Moreover, my active participation in events aimed at supporting minority businesses highlights my commitment to advocacy and community-building. Whether attending a city council meeting, county commissioners discussion, advocating at the state capital or the white house y fostering a collaborative environment, I strive to ensure that every certified MBE feels represented and empowered to achieve their goals. Together, I believe we can create a thriving ecosystem that champions the success of all our members.

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

These goals align with my current aspirations for MBEs which are increasing MBE-to-MBE spend, advocating for minority business programs, and enhancing mentorship and collaboration efforts; however, as MBEIC chair, hearing the voice of all MBEs and promoting programs that are meaningful and relevant is the goal. Increase MBE-to-MBE Spend: Establish specific initiatives and benchmarks aimed at increasing MBE-to-MBE transactions within the next 6 months in line with the 1% plus. A "Buy MBE" campaign that highlights the importance of supporting fellow minority businesses.

2. Advocacy Initiatives: Form a dedicated advocacy task force within the first quarter to engage local, state, and federal policymakers to support the public policy campaigns in place. Goal: monitor legislation affecting minority businesses & promote programs that support growth & development, ensuring continuous access to funding and resources.

3. Mentorship Program Launch Design & implement a MBE mentorship program pairing certified MBEs with experienced ambassadors over the first 3-6 months. This program will focus on providing guidance, resources, & networking opportunities to new members.

4. Facilitate Collaborative Meetings: Organize monthly collaborative forums & workshops that bring together MBEs to identify joint venture opportunities & share best practices for bidding on larger contracts. These sessions will focus on building relations.

5. Partnerships for Growth: Initiate partnerships with local corporations and agencies to host "Meet the MBEs" events aimed at connecting our members seeking partners and collaborators for opportunities, creating pathways to access larger contracts.

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

Engagement of MBEs at the start of their certification journey is important to ensure that they make the most of the opportunity. MBE growth is not a spectator event, participation is vital and encouraged.

Providing meaningful opportunities for engagement and volunteering are important. In order to foster more inclusiveness of MBEs, I would like to have an MBE to MBE Annual Summit. The Summit will bring together key stakeholders, including MBEs, corporate partners, and government agencies. This summit will serve as a platform for sharing best practices, showcasing successful MBE collaborations, and facilitating dialogues around policy, funding, and market access. It would also feature training sessions, networking opportunities, and keynote speakers from the business and government sectors.

2. Develop a comprehensive advocacy agenda focused on sustaining and expanding programs that support minority businesses at the local, state, and federal levels. This includes boosting engagement with decision-makers to implement policies that promote equitable access to contracts, funding opportunities, and resources. The goal would be to ensure long-term protections and incentives are in place, fostering an environment where minority businesses can thrive sustainably.

3. Resource Sharing Platform- Create an online portal for MBEs to share partnership opportunities in real-time, making it easier for members to leverage collective business intelligence.

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.

1. Board Installation and Economic Briefing
2. 50th Anniversary Event
3. Access

- 4. Monthly New Supplier Orientation (Jan, Feb, March, April, May, July, August)
- 5. Quarterly Business Luncheon (March, June)
- 6. MBEIC Connections- March, April, July
- 7. E-Awards Gala

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

Pamela Nelson

Company Name

Bracane Company

E-mail

pjnelson@bracaneco.com

Signature



***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.*