

# 2024 Board Member Application

Thank you for your interest in applying for a position with the NAIGC Board of Directors! A full list of Director responsibilities can be found [here](#). Applications must be submitted no later than December 15th, 2023 at 11:59pm PDT.

All candidates are running for the same openings: there are (4) 3-year terms, (4) 2-year terms, and (1) 1-year term available in this election. The (4) candidates that receive the highest votes will be awarded the 3-year terms, the next (4) highest voted candidates will be awarded the 2-year terms, and the next (1) highest voted candidate will be awarded the 1-year term. Any other candidates will not be elected for 2024.

The respondent's email ([andrew.hutcheson@naigc.org](mailto:andrew.hutcheson@naigc.org)) was recorded on submission of this form.

First Name \*

Andrew

Last Name \*

Hutcheson

Pronouns

Phone Number \*

5123730701

Gender Identity

Male

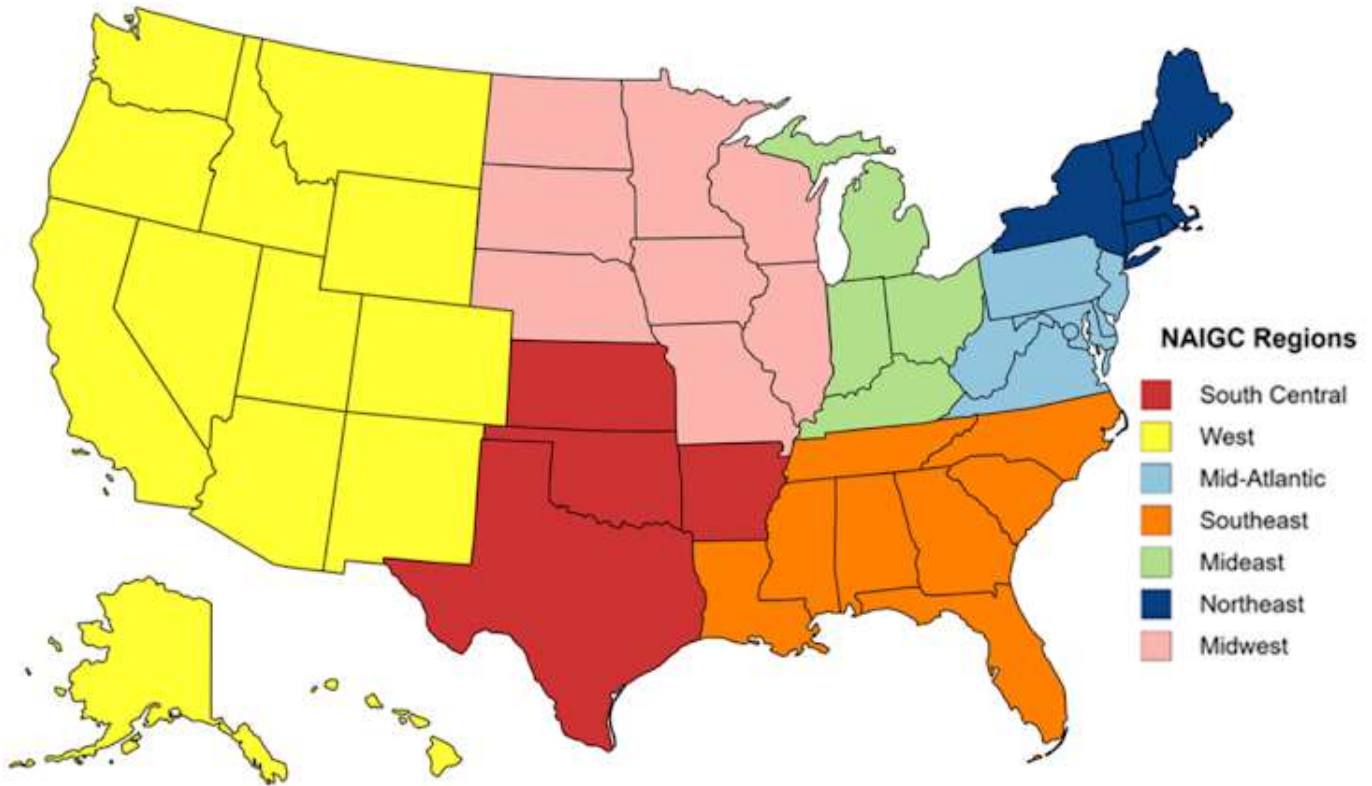
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Race/Ethnicity

Hispanic

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In which region are you located? \*



- South Central
- West
- Mid-Atlantic
- Southeast
- Mideast
- Northeast
- Midwest
- International

I have read through the [role description here](#) and am aware of the role's expectation and time commitment. \*

Yes

## Experience

How many years have you been involved with the NAIGC in any capacity? (Competitor, volunteer, coach, etc) \*

If you were a coach and volunteer in the same year, please count that as 1 year.

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Have you been involved with NAIGC Governance? For how long and in what capacities? \*

I have been a director or advisor since 2012-3. I served as secretary for several years, development committee chair and many other roles that are now under operations after the restructure. In governance I have worked in all committees over the years and have chaired the development committee.

Have you been involved with NAIGC Operations? For how long and in what capacities? \*

I have been a contributor (and/or also led) of the following committees/Teams over the years:

- Communication (chaired)
- Technology/IT (chaired)
- Fundraising (chaired)
- Events
- Merchandise
- South Central Regional Coordinator / Regional Representative

Do you have experience serving on other nonprofit Boards? How many years? \*

no

Do you have experience serving on corporate Boards? How many years? \*

I have been a director on the Texas Gymnastics Conference Board since 2011-12.

Please describe any management experience you have. \*

I have chaired the following teams/committees withing the NAIGC:

- fundraising
- communications
- technology
- development

I have also served as an officer on the Texas Gymnastics Conference board since 2011-12

Describe your connection with the NAIGC mission and the greater gymnastics community. \*

Personally, I did club gymnastics for 8 years, then high school gymnastics for 4, then collegiate and adult via NAIGC. I am very connected with the high school coaches and men's judges in my region and know a lot of coaches in the area and in other states. My immediate family members all work at various gyms.

What motivates you to serve on the NAIGC Board? \*

I had a great time as a member of the NAIGC and I want to give back to the community and make sure they get the same memorable experiences that I was given. I believe that my knowledge and connections can help the organization continue to grow and succeed.

## Committees

The NAIGC Board is comprised of 3 committees: development, finance, and policy. Please answer **ALL** of the following questions thoroughly.

## Development

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Please highlight your Development related experiences and skills, especially as they relate to the points below.

- Previous experience and knowledge of non-profit development and growth or recent experience with NAIGC Governance
- Strategic long-term planning experience
- Recruitment experience (the Dev committee works to recruit potential new Board & Nomination Committee members), especially with an interest in diversifying backgrounds and experiences
- Experience promoting equity, or training in DEI or experience implementing equitable practices
- HR experience (creating and implementing evaluations, on-boarding, etc)
- Experience implementing new processes
- Experience in stakeholder communication

I have firsthand knowledge of the NAIGC's growth and history since I first served as an advisor in 2012-3. In that time I have helped develop with strategic visioning, growth estimates, and organizational development as the number of competitors, volunteers, budget and other aspects have grown. In the past I have helped develop tools and policies in the areas of HR, board training and board evaluation.

I have also helped frame external communications to our members and stakeholders and provide additional perspectives to major decisions and announcements.

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## Finance

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Please highlight your Finance related experiences and skills, especially as they relate to the points below.

- Experience in a finance role e.g. Treasurer, finance manager, CFO
- Experience creating or managing a budget (Please include the budget total ie. 5k, 100k etc)
- Experience fundraising for an organization. Networking ability, connections a bonus
- Knowledge of financial software, Quickbooks preferred
- Experience filing non-profit tax returns e.g. Form 990 and accompanying schedules
- Grant and contract writing experience
- Logic / analytical skills

I was the treasurer for my college club and helped organize their records in a digital and coherent way that could be passed down through the years. In that role I was responsible for budgeting, purchasing and making presentations to university officials, our average annual budget was around \$20000.

I have also served as the treasurer for the Texas Gymnastics Conference where I do similar tasks including filing tax documents and navigating various paperwork at several universities, our annual budget is around \$1500.

In the larger finance space I have also picked up knowledge of various accounting practices, accounting methodologies, tracking expenditure and income streams and financial auditing through various jobs I have held as a software engineer working on proprietary company internal financial reporting tools.

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## Policy

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Please highlight your Policy related experiences and skills, especially as they relate to the points below.

- Experience creating/writing policies or formal documents for an organization, particularly in protocols for early-stage non-profit development and governance best practices
- Experience with nonprofit laws and regulations
- Experience working on tasks that require close attention to detail
- Experience working with NAIGC policies
- Ability to engage in detailed discussions

I have been on the policy committee for at least a decade and I have helped draft new policies, update existing policies and retire outdated policies. As an engineer I have formal training and practical experience with the "legalese" required of our policies. The skillset it takes is one that identifies any possible holes or alternative interpretations proactively to make a robust policy language. These type of attention to detail is very familiar to me as with engineering no machine or software you create has a mind of it's own, you must account for every possibility no matter how remote. Sometimes this means adding language to a long policy just to account for <1% of our membership but it still is necessary.

I have also done similar work albeit at a smaller scale for the Texas Gymnastics Conference, where I have also had to learn various laws and regulations to make sure we are operating in compliance to everything.

Each board member must serve on at least two committees. Which committees are you most interested in joining?

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- Development
- Finance
- Policy

Leadership



## Leadership Skills

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Please highlight your leadership related experiences and skills, especially as they relate to the points below.

- Experience partaking in or leading formal leadership training
- Experience managing large groups of people and coordinating multiple teams together
- Experience setting goals, deadlines, and targets for a group or project

In previous years when I was Secretary of the NAIGC I made it a point to reach out to other directors and advisors on a regular basis to make sure that they had everything they needed to succeed. While the on-boarding process always is improving, in the past when it was less developed I have had people reach out to me positively for checking in with them. With the current split between governance and operations I think this type of communication is beneficial and practical with the smaller governance group.

I have also served in multiple roles simultaneously in the past, having chaired a couple of committees that were struggling (fundraising and comms) to get them up to speed and finding a suitable long term chair who I co-chaired with to train them to the role.

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## Officers and Committee Chairs

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There are currently six officer/chair positions available within the board of directors. A brief description of each is provided below, and fulfillment of one of these roles generally requires an additional time commitment of 2-5 hours per week. These positions will be filled later in a separate election that is internal to the Board; this question is merely gauging interest.

**President:** Leads the board, facilitates the NAIGC's growth, development, and long-term strategy

**Vice President:** Manages board meeting agendas and pre-reads, plans annual Governance Strategy Meeting, and manages committee status reports and Board goal-tracking mechanisms

**Treasurer:** Manages the NAIGC's financial records, chairs the Finance Committee, handles all monetary issues for the NAIGC (payments, manages bank accounts, taxes)

**Secretary:** Manages meeting minutes, board activity, board records, and elections

**Development Chair:** Manages the Development Committee which works on recruitment, orientation/onboarding, internal performance reviews, NAIGC mission/vision, and continuous improvement of the Board

**Policy Chair:** Manages the Policy Committee which reviews and improves all NAIGC policies

Which (if any) of the following board leadership position(s) are you interested in holding?

- President (3 years experience on NAIGC board preferred)
- Vice President (2 years experience on NAIGC board preferred)
- Treasurer/Finance Chair (1 year experience on NAIGC board preferred)
- Secretary (1 year experience on NAIGC board preferred)
- Development Chair (1 year experience on NAIGC board preferred)
- Policy Chair (1 year experience on NAIGC board preferred)
- I am not interested in running for a leadership position on the Board

Miscellaneous

Please provide anything else you think we should know regarding your suitability for a role on the NAIGC board. \*

I think the other questions covered it, please feel free to contact me if you have any questions about my application!

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Please submit a statement to the membership regarding why you think they should vote for you. \*  
This will be posted to the membership as part of the election process. (One to two paragraphs)

I want to help grow the organization that has introduced me to my friends and the people I love in life. It's my greatest wish that others in the future can experience the positive aspects of what I have experience and create those fond relationships and memories for themselves.

Given my past experience as a board member, I think it is a good position for me to be in to continue to use my knowledge and skills to give back to the organization and help it continue and grow.

I first started volunteering with NAIGC in 2012 and have held various positions across the organization since then. I have chaired several committees, been an officer and touched nearly every aspect of the organization. In my daily work I try to make sure that all groups in our membership get representation at the table as we develop policies and make decisions that balance the wishes of all our members.

If anyone has any questions for me, please feel free to reach out at [andrew.hutcheson@naigc.org](mailto:andrew.hutcheson@naigc.org).

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Please send any supplementary materials you think would be helpful (eg. a cover letter, resume, etc.) to [nomcom@naigc.org](mailto:nomcom@naigc.org).

This form was created inside of NAIGC.

Google Forms