

## **NRMLA Application Packet for Candidates for the Independent Certification Committee**

To assist the Nominating Committee in selecting candidates wishing to serve on the Independent Certification Committee (Certification Committee), individuals who are interested in serving on the committee are required to complete this application packet. The Nominating Committee will only review completed packets, and will select candidates who best meet the qualifications for service on the Certification Committee. Therefore, individuals who are interested in being considered a candidate for nomination to the Certification Committee must submit the following materials by **June 3, 2011**.

- A copy of their resume;
- A written statement of interest following the guidelines below;
- A signed copy of the NRMLA Volunteer Qualifications Form (attached);  
and
- A signed copy of the Non-Disclosure Requirements and Code of Conduct for Volunteers for the certification committee (attached).

### Statement of Interest:

Interested individuals must provide a written statement of interest which should indicate the purpose of their candidacy and highlight their qualifications and experiences for service on the Certification Committee. The statement shall conform to the following rules:

1. The statement must be submitted in typewritten form and submitted via e-mail to [dhicks@dworbell.com](mailto:dhicks@dworbell.com).
2. The statement must not exceed one hundred (150) words.
3. The submission must be signed by the nominee, attesting to the accuracy of the information provided.

**NRMLA Volunteer Qualifications Form  
Independent Certification Committee**

Name  
Address  
E-mail Address  
Phone

Education

Begin with highest degree earned  
Include most recent continuing education

Professional Certifications

Begin with most recently earned and include expiration dates (could include licenses, other related industry credentials)

Description of Current Volunteer Responsibilities and Activities with NRMLA

Begin with most recent position held  
Include unique qualifications such as course instructor, author, current/previous service in a voluntary capacity with NRMLA, etc.  
Number of years as a volunteer with NRMLA

Work Experience

Begin with current work responsibilities  
Include title and position  
Employment setting(s)  
Number of years in the industry  
Segments of the industry represented

Other Relevant Experiences

Include any other experiences that highlight your qualifications and experiences, including volunteer service in other areas such as church or school, leadership positions, etc.

Commitment to Serve

I \_\_\_\_\_ understand that significant time will be required to serve as a volunteer and agree to fulfill my assigned responsibilities to the best of my abilities and within the specified timelines. I further understand and agree to comply with the Non-Disclosure and Conflict-of-Interest requirements.

## **Typical Duties of the Certification Committee**

- Committee members shall attend all meetings and perform all committee assignments and other duties as required.
- Committee members are responsible for learning and understanding the mission and purpose of the NRMLA certification program.
- Committee members are responsible for reading, understanding and complying with the certification program policies and procedures and governance documents.
- Committee members shall behave in a professional manner, adhering to the Certification Committee Volunteer Code of Conduct.
- Committee members shall respect the confidentiality of written and verbal communications, and shall maintain the confidentiality of documents and information they receive in the course of their service.
- Committee members shall sign a Non-Disclosure Agreement and Conflict-of-Interest Statement as a condition of service.
- Committee members shall avoid personal and professional conflicts of interest; if at some point a conflict of interest arises, the individual shall inform the Chair of the Certification Committee.
- Committee members shall understand and accept their fiduciary responsibility to the NRMLA, the certification program and the public it serves.
- Committee members shall not speak or act for the Certification Committee without proper authorization.
- Once a decision has been made by the Certification Committee, all committee members shall publicly support it.
- Committee members shall act fairly and be impartial in their role on behalf of and in service to the NRMLA, its certification program and the public it serves.

## Agreement on Non-Disclosure of Confidential Information

I, \_\_\_\_\_, acknowledge that, in the course of service with the Certification Committee of the National Reverse Mortgage Lenders Association (NRMLA), I will have access to materials of a confidential and/or proprietary nature. "Confidential" and "proprietary" materials include, but are not limited to:

- information regarding applicants', candidates', and certificants' personal and financial data;
- information submitted for review of ethics cases;
- item content, characteristics, development or other aspects of a test;
- test-related technologies and components;
- scoring and candidate pass/fail status;
- certification committee documents and financial data;
- other materials as relevant to the administration of the certification program.

Therefore, I agree to the following conditions of service:

I will abide by all policies and procedures regarding proper handling and security of confidential and proprietary materials and information.

I will not disclose any confidential or proprietary materials or information to any unauthorized individual or organization unless expressly authorized by the Certification Committee.

I will not remove any confidential or proprietary materials from meeting premises or electronic medium, and I will safeguard such materials, as directed.

I will hold NRMLA examination content in confidence indefinitely and will not disclose, publish, reproduce, summarize, paraphrase, or transmit exam content, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of the Certification Committee.

I understand and agree that the unauthorized disclosure of confidential or proprietary material could cause harm and irreparable injury to NRMLA and the certification program which may be difficult to ascertain. Accordingly, I agree that NRMLA shall have the right to seek and obtain immediate injunctive relief resulting from material breaches of this Agreement, in addition to any other remedies at law available therefore without bond.

I understand that my service may be terminated immediately upon any material breach of the terms and conditions contained herein. The obligations under this agreement shall continue perpetually and survive the termination beyond my service.

I agree that this agreement shall be construed and controlled by the laws of the District of Columbia, and further consent to jurisdiction by the District and federal courts sitting in the District of Columbia.

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Signed

Date

**National Reverse Mortgage Lenders Association  
Independent Certification Committee  
Volunteer Code of Conduct**

Purpose

The purpose of the Volunteer Code of Conduct is to provide a benchmark for volunteers serving the NRMLA Certification Program, including members of the Certification Committee. The Code also serves as an agreement between Certification Committee and individuals who support the certification program, and as such states the expectations and responsibilities of volunteer service; requires an acceptance of fiduciary responsibility; facilitates mutual trust; establishes measures of accountability; and requires behavior that reflects positively on the organization and the credibility of the certification program.

I, \_\_\_\_\_, accept Volunteer Service appointment

to (committee or function):

\_\_\_\_\_

beginning on (date): To be Established \_\_\_\_\_, and agree to the following conditions:

- Volunteers shall abide by all policies and procedures of the Certification Committee.
- Volunteers shall understand and accept their fiduciary responsibility to perform all of their duties in a manner reflective of good stewardship.
- Volunteers shall avoid personal and professional conflicts of interest in all matters pertaining to the business of the certification program. If a conflict of interest arises, the Volunteer shall immediately notify the NRMLA executive staff.
- Volunteers shall respect and protect sensitive and/or confidential information, and shall return all confidential materials to the Chair of the committee or task force, or to the NRMLA Headquarters Office, as soon official need for them has ended.
- Volunteers shall act fairly and be impartial and unbiased in their service to the certification program.
- Volunteers shall conduct themselves in a professional manner during the conduct of certification business and shall treat all stakeholders with courtesy and respect.
- Volunteers shall devote sufficient time and effort to fulfill their appointed duties.
- Volunteers shall be advocates for the certification program and shall support its mission.
- Volunteers shall support the decisions made, and shall not speak or act for the Certification Committee without proper authorization.

I acknowledge that failure to uphold and abide by the Volunteer Code of Conduct may result in my removal from participation in this Volunteer Service.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date