

Emerging Leaders Cohort Application

Purpose

ACA Emerging Leaders are individuals within the Accounts Receivable Management industry who have been hand selected by the ACA Leadership Development Committee as promising future leaders for the industry. The Cohort exists to build leaders by promoting growth and longevity of promising professionals who are still developing within the industry by providing resources, exposure, and networking opportunities.

The ACA Leadership Development Committee defines an Emerging Leader as someone with the following characteristics:

Commitment to Lead: Actively seeks opportunities to learn and grow as a leader.

Strong Initiative: Willing to take on a challenge and stay focused and disciplined.

Openness to Feedback: Embraces constructive criticism and coaching and uses it to improve.

Collaborative Spirit: Eager to learn from and contribute to the collective learning experience of the Cohort.

Leadership Goals: Possesses a clear idea of how they want to use their developing leadership skills in the future.

Industry Betterment: Dedicated to the betterment of their organization and the overall industry.

Emerging Leaders who are accepted to the Cohort by the Leadership Development Committee are accepted for a three (3) year term. After this initial 3-year-term, individuals who are otherwise eligible may reapply for the Emerging Leaders Cohort for a second and final 3-year-term.

Qualifications

- A natural person of 18 years or older.
 - An individual ACA member or an employee of any ACA Company Member, including Affiliate, Attorney, Creditor or International.
 - Hold a leadership role/position at your company or organization.
 - Have not held an ACA Board of Directors position within the last 10 years.
 - Have been a member of the Emerging Leaders Cohort for less than 6 years in total.
 - Approval from your manager or supervisor to participate in the Emerging Leaders Cohort to meet the Expectations of Cohort Members listed below.
-

Expectations of Cohort Members

- Attend and participate in at least one (1) Emerging Leaders in-person event (these will be tied to Convention, Fall Forum, ACA's Spring meeting, and Washington Insights).
 - Attend and participate in at least three (3) Emerging Leaders quarterly virtual meetings.
 - Complete any assigned reading, exercises, or other tasks.
 - Embrace the values of the Cohort through aligning your actions with the Leadership Development Committee's definition of an Emerging Leader (defined above under "Purpose").
-

Completing the Application

Remember the following:

- Complete the entire application.
- Sign your application, which acknowledges your review and understanding of ACA International's Code of Conduct (available at www.acainternational.org/about/code-of-conduct).
- Attach a professional reference (e.g.: manager, supervisor, client, vendor, or other industry member).

Instructions for completing application:

1. Complete all sections indicating Not Applicable (N/A) when necessary.
2. Please limit your responses to the word count allotted for each section.
3. Return your completed and signed application and professional reference to corporate.secretary@acainternational.org. An electronic signature is permitted by using the following format in the signature line: /John Smith/, or other electronic signature
4. If you have questions, please contact the ACA Corporate Secretary at corporate.secretary@acainternational.org.
5. **The ACA Corporate Secretary must receive your completed application with a professional reference(s) attached within the deadline stated on the website for you to be considered for the current cohort (available at www.acainternational.org/emerging-leaders).**
6. The Leadership Development Committee will review all applications and notify you of their decision. If you are not selected, the Committee will include a summary explanation of their decision and include steps to consider with a subsequent application.

Applicant Information

Applicant Name _____ Title _____

Company Name _____

Company Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

ACA Member Number (if known) _____

Phone (business) _____ Phone (cell) _____

Email _____

How long have you been involved in the ARM industry?

- Less than 1 year 2-3 years 4-5 years If more than 5 years, please note: _____

List any additional work experience outside the ARM industry and number of years.

Check all that apply and use the space below to briefly describe when applicable.

I have demonstrated active involvement with the Association through: (*check all that apply*)

Have attended at least one ACA event in the last 12 months.

Earned an ACA designation. Please list:

Served on an ACA Committee. Please list the committee(s) and year(s):

Spoke on an ACA in-person or virtual education program. Please list:

Other. Please list:

- I have demonstrated active involvement with my Unit or Chapter level. If yes, please list:

- I have demonstrated active involvement within the ARM industry, outside of ACA. If yes, please list:

- I have demonstrated active involvement within my community. If yes, please list:

- I have demonstrated active involvement in furthering my expertise through obtaining additional certifications, licenses, and/or educational degrees. If yes, please list:

Statement of Interest

1. Describe why you want to be in the Emerging Leaders Cohort and what you hope to gain. *(limit 150 words)*

2. What is your definition of the ideal leader? *(limit 150 words)*
Please do not include a dictionary or other resource's definition in your answer.

Career

Choose only Two of the Questions to Answer (*limit 100 words for each answer*)

- a) Describe your first job, and what you learned from that job.
- b) Describe a prior career outside the ARM industry.
- c) Describe any career highlights, awards, or other achievements.
- d) Describe your biggest professional challenge and how you overcame it. What did you learn from the result?

Leadership

Choose only Two of the Questions to Answer (*limit 150 words for each answer*)

- a) Provide at least one example of how you have contributed to your current company's growth or innovation within the last year.
- b) Describe how you make a positive impact on your community. Please include examples of community involvement outside the industry.
- c) What is the best piece of business advice you have received and why?

Get to Know You

Choose at least Two of the Questions to Answer so the ACA Leadership Development Committee can get to know you!
(limit 50 words per answer)

- a) Describe a personal, non-work-related achievement.
- b) What inspires you?
- c) Do you have any hobbies?
- d) What is a hidden talent you have that others may not know?
- e) What is your favorite meal and why?

I reaffirm my interest in being considered for the Emerging Leaders Cohort.

Signature _____ Date _____