



## Merchant Board of Directors Benefits of Membership

### Overview

The PaymentsEd Forum (PaymentsEd) Board of Directors is an all-volunteer board comprised of three types of members; voting Card Not Present merchant members, non-voting Eagle board members, and non-voting advisors made up of representatives from key acquirers, card companies and service providers. The Merchant Board member role is to manage and develop the organization and to plan and coordinate the annual Forum, as well as monthly webinar content for Card Not Present merchants. This requires active participation in monthly board meetings held virtually, and at face-to-face board meetings generally held in in October, February, June, and during the annual Forum in August, as well as various assignments during the year which may require that the Board member devote several additional hours per month.

The PaymentsEd is a not-for-profit organization and is wholly funded by annual membership/conference registration fees and revenue received from PaymentsEd Advisory Board member companies (Card companies, Acquirers and Service Providers) and sponsorship monies that may come from Advisory Board members or other Service Provider companies. There is no financial sponsorship obligation for PaymentsEd Merchant Board members.

The **Merchant Board** has voting rights and four Executive Board positions; Chair, Vice Chair, Treasurer, and Secretary. The remaining Merchant Board members work on various functions, such as Education or Marketing. The **Advisory Board** has no voting privileges but functions as a knowledge base, serving as the pulse of the CNP industry, and providing guidance and access to industry experts. The **Eagle Board**, made up of Merchant Board members who have termed out of the Merchant Board, has no voting rights but help with continuity and continue to provide value to the board.

### Benefits of Serving on the Board

Participation provides Merchant board members high level interaction and relationship building with merchants, acquirers, card companies, and service providers who influence the direction of the industry, the scope of the PaymentsEd and the content of the annual Forum. Merchant Board companies and their representatives enjoy high visibility as representatives of the PaymentsEd in all meetings, communications, promotional materials, and the web site. PaymentsEd Board member companies have the flexibility to appoint and change their company representative for board meeting participation with approval of the PaymentsEd Merchant Board.

Merchant Board members can influence payment not present processing protocol and strengthen merchant education in this targeted market segment. Helping merchants follow the rules, remain in good standing with their processors, lower fraud and chargebacks, etc. results in reduced potential costs, penalties and fines across all merchants in the industry.

In return for serving on the board, the PaymentsEd provides Merchant Board members with complimentary conference attendance. At official in-person board meetings, the PaymentsEd provides complimentary hotel rooms for attending Merchant Board members for the nights of the scheduled board meetings (excluding the Forum itself). Merchant Board members are provided meals as outlined in each agenda. Merchant Board members (or their respective companies) are responsible for their travel to and from the meeting and any other incidental expenses.

The PaymentsEd benefits from Merchant Board member participation through their extensive knowledge and expertise in the industry, their contacts and their participation in planning and executing the tasks required for the annual Forum.

### **Eligibility Requirements**

Potential Board members must first meet the eligibility requirements in the PaymentsEd for either merchant or non-merchant membership and be in good standing in the industry. Merchant Board members serve a three-year term and must be able to provide at least eight (8) hours per month towards PaymentsEd activities and projects.

Merchant Board members are elected to a three-year term by a majority vote of the PaymentsEd Merchant Board. Given the time and travel obligations stated above, merchant board members should obtain the support of their management before making any commitment. Merchant Board members may serve up to three consecutive three-year terms (9 years total). At least 12 months must elapse before they are considered eligible for re-election.

Merchant Board members must sign a Mutual Non-Disclosure Agreement regarding the care of confidential PaymentsEd information.

Advisory Board members are appointed by the PaymentsEd Merchant Board.



## PaymentsEd Merchant Board Member Application

Responses to the following items should highlight evidence of leadership, vision and collaboration; commitment to the industry; and a range of relevant experiences. They will help the Nominating and Elections Committee determine board member qualifications. Completed applications should be forwarded to [llively@PaymentsEd.org](mailto:llively@PaymentsEd.org) with the subject line "Request for Nominations for PaymentsEd Merchant Board Membership."

<b>Name</b> <b>Corporate Address</b> <b>Telephone #</b> <b>Twitter UserID (corporate and personal)</b>	
<b>Is the corporation private or public</b>	
<b>How many years in business</b>	
<b>Number of employees</b>	
<b>Annual Revenue</b>	
<b>List all processors used</b>	

### Company Information

# Candidate Information: Background

Candidate Name	Job Title
<p><b>Professional Experience</b> (List employment experience, beginning with the most recent. Include dates, levels, institutions and responsibilities)</p>	
<p><b>Education</b> (List relevant education, certifications, etc.)</p>	

## Accomplishments

<p><b>Briefly describe your role in PaymentsEd activities with dates, beginning with the most recent.</b></p>	
<p><b>Describe contributions you have made as a speaker within the last 5 years at the PaymentsEd or other conferences. Include topics and dates, beginning with most recent.</b></p>	
<p><b>Briefly summarize additional professional accomplishments, such as leadership roles, publications, presentations, and honors, including dates</b></p>	

## Vision

<p>Clearly describe two initiatives the PaymentsEd Board should consider undertaking to support the stated mission and vision. (PaymentsEd mission and vision are stated online at <a href="http://www.paymentsed.org/PaymentsEd-forum-vision-and-mission/">http://www.paymentsed.org/PaymentsEd-forum-vision-and-mission/</a>)</p>	
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## Personal Statement

<p>What strengths would you bring to the PaymentsEd Board of Directors?</p>	
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## Code of Ethics and Professional Conduct:

The PaymentsEd Forum was created by a dedicated group of merchant professionals to provide a safe space where merchants could share ideas, concerns, and solutions for those in the online payments space.

We all learn from one another when we respect that space and respect one another. As such, everyone at any PaymentsEd Forum event, including but not limited to our annual forum, off site social events, board meetings: face to face, and electronic, social media, etc. are required to abide by our code of conduct, as set out below:

### 1. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

### 2. Be considerate.

We all depend on each other to create the most collaborative networking and content we can to provide working solutions to our merchant base. Your input impacts all of us working in this space, and we encourage everyone to be considerate in your speech, your behavior, and your decisions.

### 3. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that

frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

#### **4. Choose your words carefully.**

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.
- Inappropriately filming someone

#### **5. Don't harass.**

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

All attendees are expected to follow all local health guidelines and requirements when attending the Forum.

#### **Consequences of unacceptable behavior.**

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a Participant engages in unacceptable behavior, PaymentsEd Forum will take any action it deems appropriate, including warning or expelling the offender from the event with no refund.

For more egregious behavior, PaymentsEd Forum may, in its reasonable discretion, temporarily ban or permanently expel a Participant from the community.

#### **What to do if you witness or are subjected to unacceptable behavior**

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify PaymentsEd event staff or contact the PaymentsEd Forum Executive Director, or a Member of the Board as soon as possible.

PaymentsEd Forum event staff will be available to assist those experiencing unacceptable behavior to feel safe for the duration of the event. All reports will remain completely confidential.

#### **Attribution**

The framework of this Code of Conduct was inspired by the Open Source Bridge Code of Conduct, released under a Creative Commons Attribution-Share A Like license.

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**Applicant Name**

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**Applicant Signature**

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**Date**