

**Nominations Application Form**

**NCDA Board of Directors**

The National Career Development Association (NCDA) Board of Directors shall constitute the administrative body of NCDA, and its principal duties shall be to set policy and to give direction to the Association. The Board of Directors shall carry out the policies of the Association and speak in its behalf. The professional responsibility of the NCDA Board of Directors extends beyond that of the normal NCDA membership and, thus, the officer shall assume the responsibilities of attendance at meetings as well as other tasks of the office. It is an honor and a recognition of professional integrity to be elected to the Board of Directors, and Board Membership carries with it significant responsibility.

**NCDA’s Mission Statement:** The National Career Development Association (NCDA) provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.

CRITERIA

**To be eligible for board office nomination, applicants must hold NCDA membership a Professional or Regular Member, based on the office sought. The NCDA President-Elect-Elect position and ACA Governing Council Representative position requires 6 consecutive years of membership. The rest of the offices require 2 consecutive years of membership.** In addition to knowledge about and experience in the career development field, the Nominations and Elections Committee seeks leadership candidates with a demonstrated commitment and service to the organization, a working knowledge NCDA’s governance, and a temperament that contributes to and generates group consensus, wisdom, and vision.

Ideally, candidates should have the following qualifications:

* President-elect-elect candidates ideally should have served on the board before assuming the president-elect-elect position.
* **Secretary candidates should possess strong organizational and listening skills to accurately capture the minutes, action items, motions, and voting.**

* Treasurer candidates should have previous financial experience with monitoring a budget, understanding financial reports, and communicating with an auditor.
* ACA Governing Rep will be nominated a full year prior to vacancy. ACA Governing Rep candidates should have served as President and Past President before assuming the ACA Governing Rep position; if a past president cannot be identified, the committee may select past board members who have experience working with ACA.
* Constituency Trustee candidates must provide career development services in a work setting that matches the Trustee position, to best advocate for each constituency’s needs and services. Trustee positions include representation from 4 main constituencies:
* School Career Counselors/Specialists
* Counselor Educators/Researchers
* Higher Education Career Counselors/Specialists
* Agency, Business and Industry, or Private Practice Career Counselors and Specialists.
* State Division Trustee candidates must have participated in a chartered NCDA state division, ideally as a President or tenured member of the state board. Knowledge of state division operations is preferred as well and strong teamwork skills to advise NCDA State Divisions.
* Trustee-at-large candidates must possess skill and knowledge if the particular focus set by the NCDA Board. The focus for this position changes for each term and specific criteria will be added to the Application Form.

More detailed responsibilities for each position are include in the NCDA Policy and Procedures Manual (link to P&P Manual). Any member in good standing may make nominations and self-nominations are welcomed.

INSTRUCTIONS

If you wish to be considered for nomination as a candidate for election to the Board of Directors of the NCDA, please:

1. Prepare an application form, based on the questions outlined on the next page.
2. Have a Commitment to Performance Form completed and signed by your direct supervisor and include with this application. If you are self-employed, simply sign this form yourself showing your commitment if elected.
3. Prepare a one-page resume.
4. E-mail, as an attachment, the application form, signed commitment form and your resume or vita to Sharon Givens sgivens62@gmail.com by **January 27, 2023**. The subject line should read (YOUR LAST NAME) NCDA Board Nominations Form.

**PERSONAL INFORMATION**

Complete Name:

Employer/Affiliation:

Job Title:

Full Address:

Daytime Phone:

Cell Phone:

E-Mail:

**MEMBERSHIP INFORMATION**

NCDA Member #:

Years of NCDA Membership:

(this information can be found under Member Profile when you log into Members Only)

**EMPLOYMENT INFORMATION**

Where are you employed?

Are you full or part time?

How Many Years have you been in the field?

**EDUCATION INFORMATION**

What is your highest degree of education?

What is your field of study?

What other preparation have you completed, if applicable?

Do you hold a NCDA Credential?

**NCDA SERVICE**

What committee(s), councils, or other NCDA related groups have you taken part and for how long?

Are you a member of your state division?

Have you held leadership positions before in either NCDA or its state divisions? If so, please list.

Have you written articles in any NCDA publication?

**SERVICE TO OTHER ASSOCIATIONS/ORGANIZATIONS**

Please list any other leadership or service position you have held with other associations or organizations.

**NCDA LEADERSHIP ACADEMY**

Did you participate in the NCDA Leadership Academy? If yes, what years?

Who was your Mentor?

What was the title of your project?

**NCDA BOARD OF DIRECTORS**

In which NCDA board position are you interested? The open board positions are posted on the NCDA Website. Briefly include a **Letter of Intent describing why you wish** to be considered for that position (200 word maximum).

What leadership attributes do you possess and how will they be used in this position?

Answer the following questions:

If nominated and elected, will you make your board service a priority by attending all board meetings (three face-to-face meetings in October, February, and June and 4-5 one-hour long conference calls)? The association covers all costs of your participation.

Will you fully participate as a board liaison to assigned committees and initiatives and advocate for their needs?

Will you abide by the NCDA Conflicts of Interest/Duty to Disclose? (Listed on the NCDA Website)

Do you agree to abide by and advocate for the NCDA Code of Ethics? (Listed on the NCDA Website)

**Candidate for NCDA Board of Directors – Commitment to Performance**

Candidate’s Name:

Current Job Title:

Brief Job Description:

Administrators: NCDA commends you and your organization/institution for employing such an outstanding professional, who seeks the nomination for national office. We recognize the need for cooperation and mutual understanding shared through commitments to professional activities. Based upon the information, responsibilities, and expectations of the NCDA office, we request your endorsement and willingness to facilitate this commitment to performance.

I have reviewed this nomination for NCDA office and acknowledge the potential candidate’s intent to pursue election to that position. I will grant administrative approval for release time based on 3 face-to-face meetings (February, June, and October) and 4-5 conference calls throughout the year. In addition, I will be supportive of this candidate’s volunteer time to strengthen the vision of NCDA.

Signature of Immediate Supervisor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name and Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominee Statement**

I understand and agree to fulfill the responsibilities and obligations to the NCDA Board of Directors. I agree to the release of my personal and professional data for the election process. I also agree to abide by the election policies and procedures as presented in the NCDA Nominations and Elections Policy.

Signature Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_