

NACAC

National Association for
College Admission Counseling



CALL FOR CANDIDATES

2023 Board of Directors Election Information

CALL FOR BOARD OF DIRECTORS CANDIDATES

The NACAC Governance and Nominating Committee calls for candidates to fill the slate of nominees for positions on the NACAC Board of Directors for terms beginning in September 2023. All candidate application materials must be received by **February 28**.

2023 ELECTION POSITIONS OPEN

In 2023, there are four open positions to be filled on the NACAC Board of Directors. Eligible voting members will be asked to elect a chair-elect of the board and three (3) directors, each to serve a three-year term. Any eligible NACAC member may apply for consideration for any of these vacancies.

The chair-elect will serve a three-year cycle, followed by an additional year as chair of the Governance and Nominating Committee.

ELIGIBILITY

All NACAC voting members in good standing for five years prior to assuming office are eligible for board service.

No member shall serve simultaneously as an officer, director or comparable position in both NACAC and an affiliate.

Board Directors:

A NACAC (non-officer) board director must have completed their current term of service on the board prior to submitting materials for consideration to be nominated for a subsequent term as a (non-officer) director on the Board of Directors. However, a NACAC (non-officer) board director who is eligible for election to the board under the Bylaws may submit materials for consideration to be nominated for the position of chair-elect in the last year of their term on the Board of Directors.

Affiliate Presidents:

To apply for a position on the NACAC Board of Directors, an affiliate president must complete their term as affiliate past president no later than 30 days after the conclusion of the NACAC National Conference during which they would assume office.

THE BOARD'S ROLE AS A GOVERNING BODY

The board structure emphasizes the collective work of governing, as distinguished from program planning and implementation. Governing, in this context, focuses on the board's responsibility to set a strategic course for NACAC and steer that course by continuously addressing four questions:

1. What are NACAC's strategic priorities?
2. How do NACAC programs and services support these priorities?
3. How is NACAC performing?
4. What is the best use of NACAC resources?

BOARD STRUCTURE

The NACAC Bylaws establish:

- A board of 12 to 15 voting directors.
- The chair-elect and eight additional board directors are elected by eligible voting members.
- The coordinator of the Affiliate Presidents Council (APC) is an ex-officio voting member of the board for one year.
- Up to three board directors who may or may not be NACAC members, are appointed by the board, to enrich strategic dialogue.
- The chief executive officer is an ex-officio, non-voting member of the board.



Front row from left to right: Sanjay Mitchell, Megan O'Rourke, Ffiona Rees, Angel Pérez, Vern Granger, Angelica Melendez, Robyn Lady

Middle row from left to right: Eddie Pickett, Don Yu, Beth Maglione, Jeremy Branch, Chris Loo, Tahirah Crawford

Back row from left to right: Joseph Montgomery, Mark Steinlage Jr.

STAFF SUPPORT

NACAC has approximately 32 professional staff to support the work of the association and its governing bodies. Whereas the board sets the direction and strategic priorities, the staff develops and implements programs, tactics, and activities.

BOARD OF DIRECTORS RESPONSIBILITY

The NACAC Bylaws state that the Board of Directors of NACAC shall have full power, direction, and authority over the affairs of the association, except as provided in the Bylaws. The Board of Directors shall:

- Oversee the administration of the association.
- Exercise financial stewardship over the association.
- Determine the annual budget, establish annual membership dues, and provide an annual financial report to the membership.
- Establish the fiscal year of the association.
- Establish and enforce policies and procedures of the association.
- Perform other duties as defined in the Bylaws.



“Running for NACAC board service was rooted in my desire to represent a small minority group of higher education institutions. At the time, it was my duty to ensure that this subset of schools is represented at the highest level of NACAC and best advising the organization on adverse decisions to growing participation from HBCUs.”

—Joseph Montgomery, Director

COMMITMENT

Time spent as a board director can broaden one's leadership abilities and experiences, forge lifelong professional relationships, offer opportunities to mentor others, bring visibility to employing institutions/organizations, and provide opportunities to make a difference for the association, the profession, and countless students.

Board directors spend time deliberating during in person and virtual full board and board committee meetings, reviewing and studying materials for decision making, conferring independently with other board directors, talking with NACAC members, representing the association to the media or other organizations and vendors, and participating in board meetings. Meeting plans may change from year to year but can equate to 10 or more weekday and additional weekend commitments over the course of a year. As an example, the tentative schedule for 2023–2024 will include:

- New board orientation (three 2-hour virtual sessions) in October
- Three board meetings (one or two will be in person meetings)
- One board retreat (2 days, off-site)
- Virtual full board meetings on an as-needed basis
- Virtual committee meetings (typically monthly, but frequency is determined by the committee)
- Virtual or in person Executive Committee meetings in October and January (only board committee chair, APC Coordinator and those in the board chair cycle attend)
- National conference (three days)
- Related organizational meetings or other professional meetings as requested

Each board director will be asked to serve on one or more of the board committees.

- 1) The Planning Committee works to ensure that new programs, products or services requiring board approval support the appropriate use of NACAC's resources to achieve NACAC's mission and strategic priorities.
- 2) The Performance Committee works to ensure that the board receives information needed to assess the organization's performance, including the appropriate use of financial and other resources to achieve NACAC's mission and strategic priorities. This committee also functions as the board's audit committee.
- 3) The Executive Committee consists of the Chair of the Board, Immediate Past Chair, Chair-elect, Affiliate Presidents Council Coordinator and the chairs of the Performance and Planning committees. It is charged with the authority of the Board in between board meetings and works to ensure the effective functioning of the board as NACAC's governing body which includes planning for board meetings, board training, identifying strategic issues which should be addressed by the board, and active participation in the organization's strategic planning process.

CALL FOR CANDIDATES: 2023 BOARD OF DIRECTORS ELECTION INFORMATION

Because of their many responsibilities, board directors must have the support of their institutions. Each nominee for a NACAC board position must submit a *Statement of Institutional Support Form* that declares the commitment of their institution to allow the nominee, if elected, to fully serve the association. In return, the institution benefits from the national recognition afforded to board members. NACAC provides financial support to each board member to travel and participate in meetings and events as required.

CHAIR OF THE BOARD CYCLE

The chair cycle is a four-year commitment. The individual elected as chair-elect of the board serves a three-year term on the Board of Directors as chair-elect, chair, and immediate past chair and a fourth year as chair of the Governance and Nominating Committee. The individual in the chair cycle serves on the board's Executive Committee and presides over its meetings during their chair of the board year.

In addition to the responsibilities that all board directors assume, the chair of the board leads the Board of Directors and the Executive Committee to ensure that the board fulfills its fiduciary responsibilities. The chair presides over all board and Executive Committee meetings. The chair of the board works in close partnership with the chief executive officer, who oversees the staff in the implementation of the board-identified priorities.



“There was no better opportunity for me to “pay it forward” to an association that has been so impactful in my development than running for board service. Our profession is dealing with many changes to our work and being on the NACAC Board allows me the chance to participate in conversations around the development of strategies and priorities aimed at supporting the work of our members.”

—Vern Granger, Chair of the Board

CALL FOR CANDIDATES: 2023 BOARD OF DIRECTORS ELECTION INFORMATION

The chair also:

- Appoints persons to serve on special committees, ad hoc committees, task forces, panels and other bodies, subject to the approval of the board.
- Assigns board committees and chairs of board committees.
- Serves as an official spokesperson for the association.
- Appoints an eligible person to replace a vacancy in an unexpired term of an elected director who is not an officer, subject to the approval of the Board of Directors.
- Travels to additional meetings beyond those required of other directors as needed.

In addition to Board of Directors responsibilities, the chair-elect is a chair-in-training and, as such, prepares to assume those duties when required. This individual works with the chair and immediate past chair to appoint committee members that begin serving during the year of their chair of the board term.

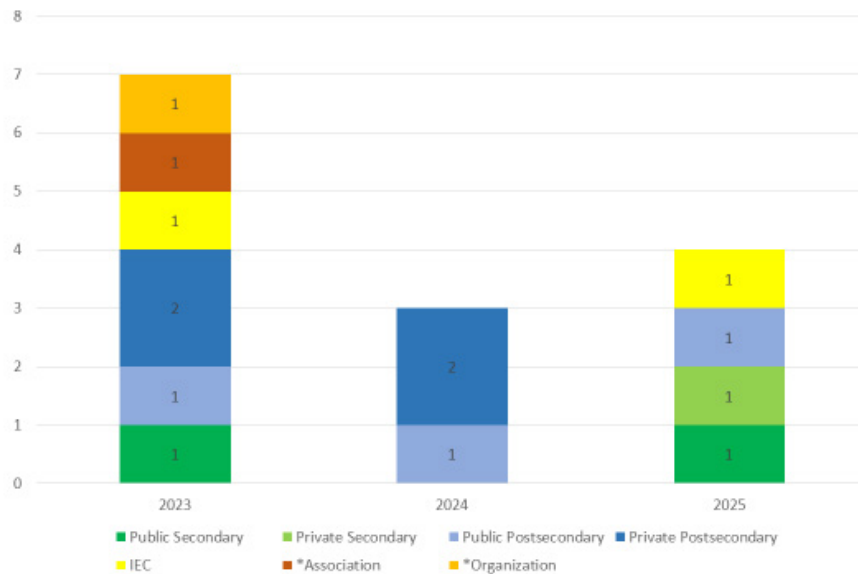
The immediate past chair serves as a member of the Executive Committee of the board and is also assigned to one of the other board committees. The immediate past chair also serves on the Governance and Nominating Committee and the following year serves as the chair of that committee.

SKILLS, EXPERIENCE AND QUALIFICATIONS

As you consider putting your name forward for board service, please review the links and information below that might offer you some additional perspective about the skills and experience desired in a NACAC board member and information on the future of NACAC. When considering candidates, the Governance and Nominating Committee will focus on individual attributes and skills as well as the collective profile of the board to assure that the board, as a body, brings the diversity of expertise, skills, experience and personal qualities that will strengthen the association.

CALL FOR CANDIDATES: 2023 BOARD OF DIRECTORS ELECTION INFORMATION

Board Institutional Composition by Term Roll-off Year (includes *appointed board members)



Constituencies—Representation from the following constituencies will be considered:

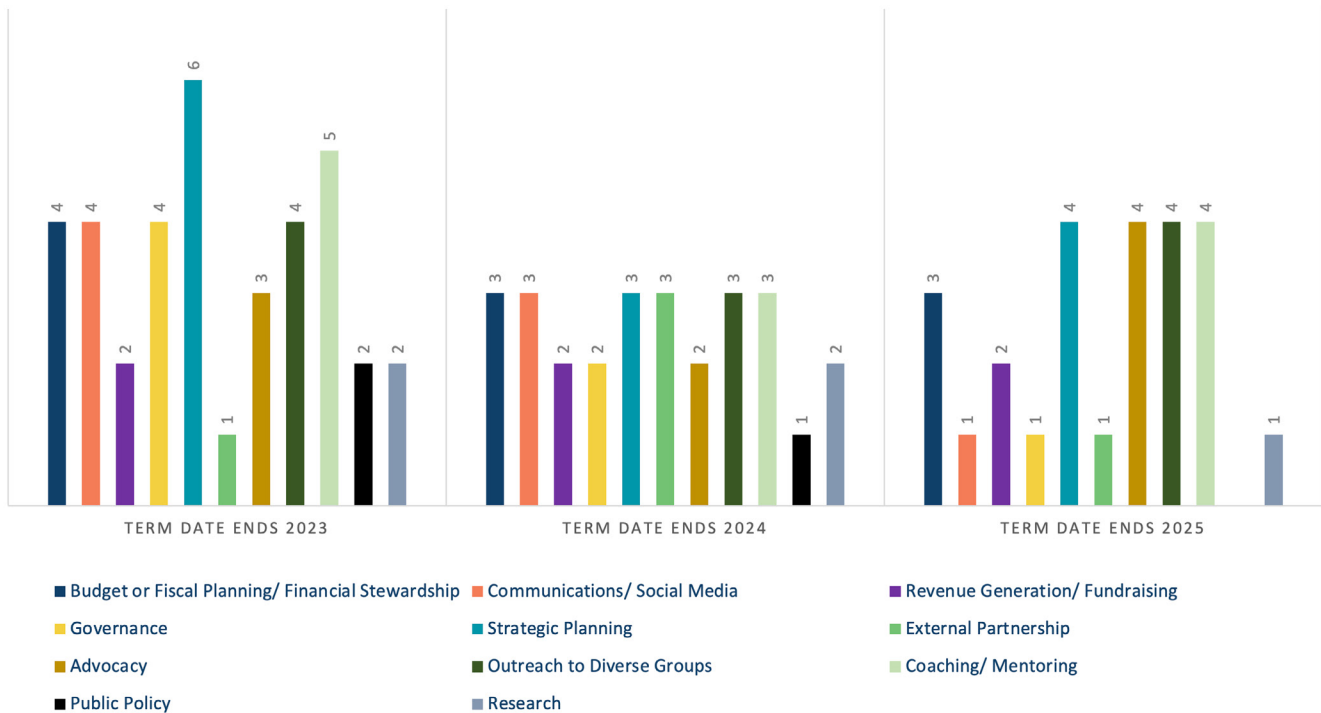
- High school (public/private)
- College (public/private)
- Community/two-year college (public/private)
- Community-based or non-profit organization
- Independent Educational Consultant
- Demographic diversity including age, ethnicity, culture, geography, gender identity, sexual orientation

Helpful links about the future of NACAC:

- [Ad Hoc Committee on Engaging Public High School Counselors Report](#)
- [Ad Hoc Committee on Leadership in College Admission Report](#)
- [Ad Hoc Committee on Reimagining the NACAC-Affiliate Partnership Report](#)
- [CEO Listening Tour 2020 Executive Summary](#)
- [Lumina Report: Toward a More Equitable Future for Postsecondary Access](#)

CALL FOR CANDIDATES: 2023 BOARD OF DIRECTORS ELECTION INFORMATION

Number of NACAC Board Members by Skill and Term Year



Experience that will be considered includes:

- Administration
 - Budget or Fiscal Planning
 - Financial Stewardship
 - Governance Policies
 - Strategic Planning
 - External Partnerships
 - Revenue Generation
- Communications
 - Media Relations
 - Public Speaking
 - Social Media Management
- Member Relations
 - Advocacy
 - Outreach to Diverse Groups
 - Training
 - Fundraising
- Experience with key aspects of NACAC's Mission
 - Ethics and Professional Practice
 - Public Policy
 - Research

APPLICATION AND SELECTION PROCESS

The Governance and Nominating Committee is charged with developing a slate of qualified nominees to present to the voting membership for election.

All candidate application materials must be received by **Feb. 28**.

- [Candidate Application Form](#)
 - Each candidate must provide the name of the person submitting a [reference form](#) in support of their candidacy for board service. Please note that current NACAC board members may not serve as a reference.
- [Biographical Information Form](#)
 - Includes a field for a 350-word *candidate statement and a place to upload a color headshot

*Board members contribute many valuable skills to their work on the board, including, but not limited to:

- > leadership abilities
- > budget and financial planning
- > revenue generation
- > communications and media relations
- > advocacy and strategic planning
- > problem-solving
- > collaboration with a group to set the strategic direction for the association
- > providing feedback, insights and support for the CEO

Please explain why you are interested in serving on the NACAC board and how your experience and skill set prepare you to be an effective board member.



“I ran for the board because I wanted to have a voice in college access conversations for all students. I also wanted to do this with like-minded people. I can tell you that the leadership of NACAC is composed of ordinary people who have extraordinary hearts, minds, and vision. I’m excited to see how we, along with the membership, move NACAC forward to serve and empower students and admissions counseling professionals.”

—Chris Loo, Director

CALL FOR CANDIDATES: 2023 BOARD OF DIRECTORS ELECTION INFORMATION

The [institutional support form](#) is required only of candidates who advance to the interview round and is due on **March 17**.

The Governance and Nominating Committee will meet on March 8 after which select applicants will be asked to participate in brief, informal virtual interviews with members of the committee. If selected for an interview, you will be required to submit the [Institutional Support Form](#) and make yourself available for a 30-minute interview between the dates of March 10 and March 20. Upon the completion of all interviews the committee will make their final selection for the slate and candidates will be notified shortly thereafter.

In executing its responsibility to properly review candidate qualifications, the Governance and Nominating Committee will consider all information received about the candidates and may, at its discretion, contact candidates and candidate references for additional information.

SINGLE AND/OR MULTIPLE SLATES

The Governance and Nominating Committee shall nominate a slate of one or more nominees for each open seat. While single slating is possible from year to year depending on the pool of available and qualified candidates, it will always be the aim of the committee to present the voting members with multiple nominees to choose from for each position.

NOMINEE ACTIVITIES AND ELECTION PROCESS

Once selected, nominees will be sent a detailed schedule of expectations and events.

A nominee is expected to:

- Record a brief video addressing the content of your nominee statement provided during the application process. NACAC staff can assist in the recording of the video.
- Provide information for up to three NACAC Bulletin articles.
- Participate in one recorded Round Table discussion with other nominees to answer questions submitted by NACAC members.
- Chair-elect nominees will be asked to record a six-minute speech to be shared with members prior to the start of the online election. Speech topics will be selected by the Governance and Nominating Committee.
- Board director nominees will be asked to record a two-minute introductory speech to be shared with the members prior to the start of the online election.
- Participate in one or more conference calls.

CALL FOR CANDIDATES: 2023 BOARD OF DIRECTORS ELECTION INFORMATION

Running for national office is considered not a race, but an opportunity for leaders to present themselves for service to the association and an opportunity for the association to identify among its members those leaders who can best guide and govern the association in pursuit of its mission and objectives. Campaign guidelines limit promotional efforts made on behalf of nominees. Communications by members to exchange information about nominees should be made with professionalism, dignity, and equity.

The election for board officers and directors takes place electronically prior to the annual conference. A plurality vote shall determine the winner of an election. In the case of a tie, further balloting will be conducted to break that tie. Officers and elected directors take office at the close of the conference in the year of their election.

POST-ELECTION

Nominees who are elected will be installed at the post-conference board meeting following the annual conference.

IMPORTANT DATES

- **February 28** — Deadline for receipt of application materials
- **Mid-March** — Governance and Nominating Committee meets to begin discussion on the selection of the slate of nominees. Select applicants will be asked to participate in brief, informal virtual interviews with members of the committee.
- **Late March/Early April** — 2023 Slate of Nominees announced

> [2022-23 GOVERNANCE AND NOMINATING COMMITTEE ROSTER](#)

> [2022-23 BOARD OF DIRECTORS](#)



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