

**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 nomination, individuals must be providing career development services as a School Career Counselor/Specialist, Counselor Educator/Researcher, Higher Education Career Counselor/Specialist, or in an Agency, Business and Industry, or Private Practice setting. Applicants must also hold NCDA membership for at least three years as a Professional or Regular Member. 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.

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 candidate commitment 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. E-mail, as an attachment, the application form, signed candidate commitment form and your resume or vita to [info@ncda.org](mailto:info@ncda.org) by March 15, 2018. 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:

**EMPLOYMENT INFORMATION**

Where are you employed?

Are you full or part time?

How Many Years have you been in the field?

How Many Years holding NCDA Membership?

**EDUCATION INFORMATION**

What is your highest degree of education?

What is your field of study?

What other preparation have you completed, if applicable?

**NCDA SERVICE**

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

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 BOARD OF DIRECTORS**

In which NCDA board position are you interested? The open board positions are posted on the NCDA Website. Briefly describe why you wish to be considered for that position (200 word maximum).

What leadership attributes to you believe are most important?

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 Statement? (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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_