Call for Nominations for the 2016–17 NADE Executive Board

The NADE Executive Board is issuing a call for nominations for officers who will serve on the Board beginning March 2015. The positions to be filled are: President-elect (one year in that position and one year as president); secretary (two-year term) and vice president (two-year term). Individuals elected to the positions will be installed at the spring 2016 NADE conference.

*Please note that the deadline for nominations is Sept. 15, 2015.*

The Executive Board welcomes and is actively soliciting nominations from NADE Chapters and from individual NADE members. Nominees should be aware of and willing to pursue nomination for a specific position. The Election Committee will submit all nominees, along with their professional resumes, and recommendations regarding them to the Executive Board. The board will then review the names and information submitted, review the Election Committee recommendations, and determine the slate for the ballot. The Election Committee will present to the membership the final list of candidates in electronic ballot form.

A suggested nomination does not automatically constitute a place on the slate. In the interest of diversity, the following factors of the suggested nominee will be considered in relation to recent and current board members: geographical location of the nominee, gender of the nominee, ethnicity of the nominee, and type of institution (e.g., two year, four year; public, private). Factors to be considered will include interest level of the nominee, resume of the suggested nominee, developmental education/learning assistance experience, presentations and publications, nominee’s references, length of membership in NADE at the chapter and national level, and description of previous NADE leadership activities (e.g., chapter leader, national committee chair or member, SPIN group chair). Leadership in other associations may be considered as well.

In addition to meeting the specific qualifications for each position, board officers are also expected to fulfill more general but essential roles as team members who take an active role in running the association, so candidate selection will be made “…in the Association’s best interests and priorities” (NADE Bylaws, Article V, Section 2). The Election Committee will send each nominee a copy of the appropriate job description.

Nominees should have sufficient time and institutional support for the activities necessary to carry out the duties of the respective positions. Institutional support may be demonstrated in a variety of ways (e.g., secretarial help; costs for telephone calls, mailing, copying and travel.) Institutional support of the suggested nominee’s institution must be provided in written form (e.g., promise that the nominee will receive additional leave to attend executive board meetings and NADE conferences, time to respond to telephone calls during work hours, time to conduct some association business during work hours).
Open Positions
2016–17 NADE Executive Board

During fall 2015, NADE members will elect a president-elect, a secretary, and a vice president. The NADE Election Committee requests that you consider possible nominees to fill these positions on the Executive Board for 2016–17.

The **president-elect** (2016–17; president, 2017–18) shall participate actively in all Executive Board meetings and provide reports of all activities. Additionally, the president-elect shall serve as the Executive Board liaison with the NADE Certification Council, Committee and SPIN Coordinators and maintain regular communication with them, and participate on the JDE Advisory Council. In collaboration with the Executive Board, the president-elect shall plan and facilitate the annual Leadership Congress for Committee and SPIN leaders; work with the Elections Committee chair to ensure the integrity of elections; and provide articles on a regular basis to NADE News. In this capacity, the president-elect shall act as the presiding officer of the association in the absence of the president; serve in a general capacity as the president’s advisor in matters affecting NADE; shadow the president in maintaining communications and building relationships with national/international figures; attend meetings and participate in conversations as possible; keep up with current media information relevant to the field; maintain an active presence on social media such as the LRNASST, LSCH, and others; provide content for the president’s report at the annual conference business meeting; perform additional duties at the discretion of the president and Executive Board; and provide timely transition for the incoming president-elect and mentor as requested.

The **secretary** shall participate actively in all Executive Board meetings and provide reports of all activities. Additionally, the secretary shall record and disseminate minutes from all Executive Board meetings in a timely fashion and prepare a list of decisions made at all Executive Board meetings. In collaboration with the president, the secretary shall construct and disseminate an agenda for each Executive Board meeting, based on input from all officers; assume responsibility for maintaining and distributing NADE stationery, business cards, note cards, and bookmarks; assume responsibility for ensuring accommodations for all Executive Board meetings; maintain and update the official copy of all NADE policies (PPH), Bylaws, and resolutions; and serve as the official custodian of all documents belonging to the association. In this capacity, the secretary shall also serve the president’s advisor in matters affecting NADE; prepare a list of action items for each board member, including reminders about the Calendar of Responsibilities; in conjunction with the president and immediate past president, write letters of condolence and congratulations as appropriate; serve as lead reviewer for the Policies & Procedures Handbook and NADE Bylaws in collaboration with the NADE Board; present previous year’s minutes at the annual conference business meeting and also provide content for the president’s report at the meeting. Additionally, in collaboration with the Executive Board and the conference manager, the secretary shall assist in planning the Leadership Congress; serve as liaison with the database manager and webmaster regarding areas of responsibility; act as primary liaison between the board and the webmaster; act as primary liaison to the archives; provide articles on a regular basis to NADE News; perform additional duties at the discretion of the president and Executive Board; and provide timely transition for the incoming secretary and mentor as requested.

The **vice president** shall participate actively in all Executive Board meetings and provide reports of all activities. Additionally, the vice president shall serve in a general capacity as the president’s advisor in matters affecting NADE; and act as presiding officer in the absence of the president-elect. Serving in this capacity, the vice president shall have primary responsibility for the development and coordination of the local chapters of NADE; maintain regular communication and act as primary Board liaison with state and regional chapters; maintain and disseminate appropriate listings of all chapter meetings and conference dates; and have access to and regularly update the NADE website list of chapter conferences and chapter website addresses. The vice president shall also function as membership chair; communicate with the conference manager regarding...
NADE Conference business and the conference manager’s areas of responsibility; and in conjunction with the CM, recruit chapters to submit applications to host the annual conference. In collaboration with the Executive Board and the conference manager, the vice president shall plan and facilitate the annual Leadership Congress for chapters; provide content for the president’s report at the annual conference business meeting; provide articles on a regular basis to the JDE and the NADE Newsletter; perform additional duties at the discretion of the president and Executive Board; and provide timely transition for the incoming VP and mentor as requested.

Please submit names of persons who you believe would serve the organization well in these positions. Contact the individuals prior to submitting their names to make certain they are willing to place their names in nomination. Self-nominations are welcome.

NADE Nomination Recommendations for 2016–17

Nominee: __________________________________________________________

Institution: _______________________________________________________

Work Phone: __________________________

Email: _______________________________

Specific office for nominee is decided by the Executive Board; however, you may suggest office(s) of interest:

___ President-elect ___ Vice President ___ Secretary

Nominee: _________________________________________________________

Institution: _______________________________________________________

Work Phone: __________________________

Email: _______________________________

Specific office for nominee is decided by the Executive Board; however, you may suggest office(s) of interest:

___ President-elect ___ Vice President ___ Secretary
Nominee: ______________________________________________________________________________________

Institution: ____________________________________________________________________________________

Work Phone: __________________________

Email: _____________________________

Specific office for nominee is decided by the Executive Board; however, you may suggest office(s) of interest:

___ President-elect  ___ Vice President  ___ Secretary

Individual submitting this/these nominations

Name: __________________________________________________________________________________________

Work Phone: __________________________

Email: _____________________________

Send nominations to:
Elisa Cohen, NADE Elections Committee Chair
Harrisburg Area Community College
One HACC Drive
Harrisburg, PA 17110
Office: (717) 780-3203 | Fax: (717) 780-1115
escohen@hacc.edu