



## CALL FOR CANDIDATES

# 2025 Board of Directors Election Information

## CALL FOR BOARD OF DIRECTORS CANDIDATES

*The NACAC Nominating Committee calls for candidates interested in positions on the NACAC Board of Directors for terms beginning in September 2025. All candidate application materials must be received by 5 p.m. ET on Feb. 28.*

### 2025 ELECTION POSITIONS OPEN

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



*“Serving on the NACAC board is an opportunity for me to give back to the organization that has provided me with me so much in my years in the college counseling profession. The chance to serve on the board is the best opportunity to advocate for our profession and the students we serve.”*

*Angelica Melendez, Immediate Past Chair of the Board*

### 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, board director\*, or comparable position in both NACAC and an affiliate.

### SKILLS AND EXPERIENCE

As you consider applying for board service, please review the information below that offers further details about the skills and experience desired in a NACAC board member. Please visit NACAC’s website for additional information on the current board make-up. When considering candidates, the Nominating Committee will focus on individual attributes and skills, as well as the collective profile of the board to assure that the board brings a diversity of expertise, skills, experience, and personal qualities that will strengthen the association.

**\*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.

## Expectations of All Board Candidates

All board member candidates should demonstrate a commitment to NACAC's mission and values, especially diversity, equity, inclusion, justice, and belonging. Candidates should also recognize that the NACAC board is apolitical, and board members cannot bring their personal agenda to the board. Board members must be willing to provide a fair and unbiased perspective and be able to engage in difficult conversations and make difficult decisions. For additional details on the desired expectations for chair-elect and director candidates, please see below.

## Expectations of Board Chair-Elect Candidates

### DEMONSTRATED EXPERIENCE

- Significant progressive, professional experience that relates to NACAC board service.
- Minimum of three years of leadership in professional volunteer role and/or external organization.
- Related leadership experience, including but not limited to:
  - Former NACAC board member within 5-10 years
  - Chair of NACAC Special or Ad Hoc Committee
  - Affiliate president
  - SIG leader or co-leader
- Officer-level role at a non-profit or community-based organization.

### DEMONSTRATED SKILLS & KNOWLEDGE

- External relations
  - Represent organization and board
  - Member engagement
- Communications
  - Public speaking
  - Written
- Governance
- Budget accountability
- People management
  - Managing staff and/or other professional committees/groups

### DEMONSTRATED PHILOSOPHY & VALUES

- Interest in building and sustaining a positive and intentional organizational culture.
- Emphasis on building transparent and collaborative relationships between volunteer leader groups and member segments.
- Ability to envision and collaborate to build the future of NACAC and deepen its service to members.
- Institutional knowledge of NACAC and its goals and priorities.

## Expectations of Board Director Candidates

- Demonstrated progressive, professional experience that relates to national board service.
- Demonstrated trajectory of active engagement and volunteer leadership leading to national board service.
- Ability to envision and collaborate to build the future of NACAC and deepen its service to members.

# CALL FOR CANDIDATES: 2025 BOARD OF DIRECTORS ELECTION INFORMATION

## 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

- A board of 12-to-17 voting members.
- The chair-elect and eight 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 five 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:** Kristen Harris, Myronee Simpson, Nolvía Delgado, Angelica Melendez, Angel Pérez, Phil Moreno, Chris Loo, Zaire Lionel

**Back row from left to right:** Ken Anselment, Donnell Wiggins, Joseph Montgomery, Derek DuBose, Jeremy Branch, Kasey Urquidez, Sean Ohira, Johnnie Johnson

# CALL FOR CANDIDATES: 2025 BOARD OF DIRECTORS ELECTION INFORMATION

## 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.

## STAFF SUPPORT

NACAC has approximately 45 professional staff members who 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.



“Earning the trust of my peers to represent them at the national level is a true honor. I take this as a huge responsibility and I’m hopeful that in my service, NACAC members will see transparency, policy change and open communication about the future of education.”

*Johnnie Johnson, 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 2025–26 will include:

- New board orientation (a one hour virtual session with materials provided) in October
- Three board meetings (one or two will be in person)
- One board retreat (two days off-site)
- Virtual full board meetings on an as-needed basis
- Virtual committee meetings (typically monthly, but frequency is determined by the committee)
- Approximately four virtual Executive Committee meetings (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

## CALL FOR CANDIDATES: 2025 BOARD OF DIRECTORS ELECTION INFORMATION

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

1. The Strategy Committee serves as a medium for NACAC member voices to guide and influence the Board of Directors in the development of strategic priorities that advance NACAC's mission. The committee recommends and monitors progress on board designated priorities and identifies themes for ad hoc committees.
2. The Finance & Audit 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 Finance & Audit and Strategy 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 that should be addressed by the board, and active participation in the organization's strategic planning process.

## CHAIR OF THE BOARD CYCLE

The chair cycle is a three-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. While serving as immediate past chair, they will also serve as chair of the Nominating Committee. The individual in the chair cycle serves on and presides over the meetings of the board's Executive and Compensation committees during their year as chair of the board.

All three board chairs work together closely to ensure continuity and stability for the association, board, and CEO. 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.



*"Serving on the NACAC board has been a transformative experience, allowing me to connect with inspiring leaders and give back to an association that has given me so much. It is a privilege to contribute to the work of NACAC and help ensure that it will be here for years to come."*

*Phil Moreno, Chair of the Board*

### ***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.

## CALL FOR CANDIDATES: 2025 BOARD OF DIRECTORS ELECTION INFORMATION

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 who begin serving during their year as chair of the board.

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. Additionally, the immediate past chair is responsible for chairing the Nominating Committee.

### SINGLE AND/OR MULTIPLE SLATES

The 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 qualified nominees to vote on 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 participate in all events, which typically include introductory videos, NACAC communications, recorded discussions with other candidates, and recorded speeches.

Running for national office is considered 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. Officers and elected directors take office at the close of the conference in the year of their election.



The 2023-24 Board of Directors with NACAC staff during their visit to headquarters in May 2024.

## APPLICATION AND SELECTION PROCESS

*The Nominating Committee is charged with developing a slate of qualified nominees to present to the board for approval before the final slate is shared with the voting membership for election. All candidate application materials must be received by 5 p.m. ET on 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. Wherever possible, it's helpful if the reference is familiar with NACAC. Please note that current NACAC board members, direct reports of applicants, and members of NACAC's Nominating Committee may not serve as references.
- **[BIOGRAPHICAL INFORMATION FORM](#)**  
Includes fields for candidates to highlight why they're interested in board service and how their relevant experience has prepared them to serve as an effective board member. **Each candidate must also upload a resume.**
- Because of their many responsibilities, board members 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. The [Statement of Institutional Support Form](#) is required only of candidates who advance to the interview round and is due by 5 p.m. ET on **March 20**.

The Nominating Committee will meet on **March 6**, after which the selected 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 [Statement of Institutional Support Form](#), provide a headshot 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 submit their recommended slate of nominees to the board.

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

### IMPORTANT DATES

- **5 p.m. ET, Feb. 28**  
Deadline for receipt of application materials
- **March 5**  
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.
- **Early April**  
2025 slate of nominees announced

[2024-25 NOMINATING COMMITTEE ROSTER](#)

[2024-25 BOARD OF DIRECTORS](#)