



2014 Nominations Information and Application for Nomination to the NCAeyc Board of Directors

Dear NCAeyc Members,

NCAeyc is seeking nominees for our 2014 elections for the NCAeyc Board of Directors. Promoting strong leadership is one of the primary ways NCAeyc works to achieve our mission “to be the voice of professionals working with or on behalf of young children birth through age eight.” NCAeyc strives to be a “high performing, inclusive organization” and therefore we value representation on our Board that reflects our diverse membership.

NCAeyc needs vibrant leaders to guide the work of YOUR association. The NCAeyc Board of Directors sets the priorities and direction of our organization’s strategic plan, oversees and manages fiscal resources, and supports the Executive Director in carrying out the work of NCAeyc. If you or someone you know possesses strong leadership potential, including skills and knowledge of fiscal and governance oversight and a willingness to serve, please consider submitting a Nomination Application form via email or fax by **5:00 pm on April 17th, 2014**.

This year, 7 seats are open for nomination. Nominees must hold current membership and match the requirements as listed:

Serving on the Executive Committee: Each seat is a three-year term through September 2017.

- **Treasurer:** Provide oversight of NCAeyc’s fiscal status and condition, and leadership for developing the annual budget, funding plans, and financial goals. Minimum of 1 year experience serving on the current NCAeyc Board of Directors.
- **VP of Public Policy & Awareness:** Develops advocacy and public policy initiatives for NCAeyc. Minimum of 1 year experience serving on the current NCAeyc Board of Directors.

Serving as Members at Large: Each seat is a three-year term through September 2017.

Eligible candidates must live or work in one of the following regions listed:

- **West:** Counties of Avery, Mitchell, Yancey, McDowell, Rutherford, Madison, Buncombe, Polk, Henderson, Haywood, Transylvania, Swain, Jackson, Graham, Macon, Cherokee, or Clay.
- **West Central:** Counties of Rockingham, Caswell, Person, Guilford, Alamance, Orange, Durham, Randolph, or Chatham.
- **East Central:** Counties of Granville, Vance, Franklin, Wake or Johnston.
- **Sandhills:** Counties of Montgomery, Moore, Lee, Harnett, Cumberland, Bladen, Columbus, Robeson, Hoke, Scotland or Richmond.
- **North West:** Counties of Ashe, Alleghany, Surry, Stokes, Watauga, Wilkes, Yadkin, Forsyth, Caldwell, Alexander, Iredell, Davie, Davidson, Burke or Catawba

NCAeyc’s Nominations Committee will review applications, interview candidates by phone and present a slate of nominees to the NCAeyc Board of Directors for approval. During the election in early summer, NCAeyc members will cast their votes. Newly-elected Board members will be inducted into office on September 11th and begin their Board service at the 2014 NCAeyc Annual Conference in Raleigh, September 11th-13th.

If you have questions or need additional information about the position, commitment, and/or the nomination process, please contact me at shughes@ncaeyc.org or 919-510-5034.

Thank you for considering this important volunteer service commitment.

Suzanne Hughes
President-Elect and Chair, Nominations Committee



Overview of Application for Nomination to NCAeyc Board of Directors

Thank you for your interest in serving on the NCAeyc Board of Directors. To begin, please familiarize yourself with NCAeyc's Mission, Vision and Goals.

Mission

NCAeyc's mission is to be the voice of early childhood professionals who work with or on behalf of young children birth through age eight.

Vision

NCAeyc is guided by our vision that one day all of North Carolina's children will be valued and offered high quality early childhood experiences.

The Goals of NCAeyc are to:

- Represent and unify professionals who work directly with or on behalf of children birth through age eight
- Influence and shape the policies, procedures, practices, and standards that impact children birth through age eight, their families and the professionals who care for and educate them
- Promote the use of NAEYC standards and positions
- Be a high-performing, inclusive organization

NCAEYC'S COMMITMENT TO BE A HIGH PERFORMING, INCLUSIVE ORGANIZATION:

NCAeyc welcomes prospective Board members without regard to race, color, religion, national origin, political affiliation, age, physical handicap, gender or sexual orientation.

APPLICATION PROCESS:

To be considered as a candidate for election to NCAeyc's Board of Directors, please:

1. Have and maintain current NCAeyc membership (Call NCAeyc at 919-510-5034 for help starting or renewing your membership).
2. Possess skills and knowledge relevant to the position (See Board Member Responsibilities and Statement of Commitment below).
3. Submit pages 3-7 of this Application Form **via email or fax** to the NCAeyc Nominations Committee **by 5:00 pm on April 17th, 2014** to boardnominations@ncaeyc.org or **fax to 919-510-5033**.
 - a. Please ensure you receive an emailed confirmation of receipt of your application. If you do not receive a confirmation of receipt within 48 hours of submittal, please contact Lorie Barnes at NCAeyc: 919-510-5034 to ensure your application has reached the Nominations Committee.
 - b. You may type or handwrite your responses into the form. If submitting via email, be sure to sign in designated locations, scan and include as an email attachment.
4. Provide references who can speak in detail of your work experience and leadership capacity.
5. Participate in a phone interview with members of the NCAeyc Nominations Committee; submit a high-resolution jpeg photo upon request; complete a background check.
6. Review and sign both the Declaration of Commitment to Ethical Integrity and the NCAeyc Board of Directors Statement of Commitment.
7. Ask questions or seek need additional information about the position, time commitment, and/or the nomination and election process by contacting Suzanne Hughes, President-Elect and Nominations Chair at shughes@ncaeyc.org or 919-510-5034.

PERSONAL INFORMATION:

Name: _____ Date of Application: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone: Home: _____ Work: _____ Cell: _____

Fax: _____ Email: _____

Employer: _____

Role or Position: _____

What is your NAEYC Membership #: _____ When is your renewal date? _____

For background check purposes, you may either provide a valid background check completed within the past 12 months or supply the following information:

NC Drivers License#: _____ Social Security _____ Date of Birth: _____

Previous address(es) if you have lived in North Carolina for less than three years:

POSITION FOR WHICH YOU WOULD LIKE TO BE CONSIDERED:

Please indicate the position for which you would like to be considered a candidate.

___ **Treasurer:** Provides oversight of NCAeYC's fiscal status and condition, and leadership for developing the annual budget, funding plans, and financial goals. Minimum of 1 year experience serving on the current NCAeYC Board of Directors.

___ **VP of Public Policy & Awareness:** Leads the development of advocacy and public policy initiatives for NCAeYC. Minimum of 1 year experience serving on the current NCAeYC Board of Directors.

___ **West-** Eligible candidates must live or work in one of the following counties: Avery, Mitchell, Yancey, McDowell, Rutherford, Madison, Buncombe, Polk, Henderson, Haywood, Transylvania, Swain, Jackson, Graham, Macon, Cherokee, or Clay.

___ **West Central-** Eligible candidates must live or work in one of the following counties: Rockingham, Caswell, Person, Guilford, Alamance, Orange, Durham, Randolph, or Chatham

___ **East Central-** Eligible candidates must live or work in one of the following counties: Granville, Vance, Franklin, Wake or Johnston.

___ **Sandhills-** Eligible candidates must live or work in one of the following counties: Montgomery, Moore, Lee, Harnett, Cumberland, Bladen, Columbus, Robeson, Hoke, Scotland or Richmond.

___ **North West-** Eligible candidates must live or work in one of the following counties: Ashe, Alleghany, Surry, Stokes, Watauga, Wilkes, Yadkin, Forsyth, Caldwell, Alexander, Iredell, Davie, Davidson, Burke or Catawba

DECLARATION OF COMMITMENT TO ETHICAL INTEGRITY:

By providing my signature below, I declare the following statements to be true:

1. My reputation in my community is one of honor and integrity.
2. I have never been convicted of a crime nor have any pending charges against me (excluding minor traffic violations). If yes, you must submit court documents (raised seal) indicting judgment and disposition of the case from the court of conviction and your explanation of the incident(s).
3. I have never been asked to leave an employment of volunteer position because of misconduct.
4. I believe my education, professional skills, knowledge and experience will benefit the work and mission of the NCaeyc Board.
5. I understand that being a volunteer member of the NCaeyc Board of Directors requires a serious commitment of time and effort and that I must engage in frequent and consistent electronic correspondence along with several events during the year, which include: Annual Conference; an Orientation and Board Retreat; Board and committee meetings held face-to-face, virtually, and through conference calls. Board members may also be asked to participate in a variety of additional events and functions as a representative of NCaeyc.
6. I understand and will support the mission and work of NCaeyc and the responsibilities and role of the Board of Directors. If elected, I will uphold that mission and perform the role of Director.

Signature _____ Date

REFERENCES:

Please list two references that can verify and offer insight into your work in the field of early care and education. Please inform them that a member of the NCaeyc Nominations Committee will contact them for a recommendation about your potential service on the Board. Please give them permission to respond to questions about your personal and professional qualifications to serve on the NCaeyc Board, if elected.

Reference 1:

Name _____
Title/Employer _____
Contact Phone(s) _____
Email _____
In what capacity do you know this reference? _____

How long have you known this individual? _____

Reference 2:

Name _____
Title/Employer _____
Contact Phone(s) _____
Email _____
In what capacity do you know this reference? _____

How long have you known this individual? _____

CANDIDATE QUESTIONS:

Each nominee will be profiled in our 2014 Elections Publication. This profile will include basic personal information provided above (name, city of residence, place of employment and professional role) along with your thorough answers to the following questions. Please note: 1) use bullets and adhere to word counts as indicated in each question; 2) your responses will be printed word-for-word in our Elections Publication so please thoroughly review your responses to ensure appropriate grammar and spelling.

Professional Background

1. Please use bullets to list all degrees you hold and the schools you have attended:
2. Are you currently enrolled in school? ___yes ___no If yes, please list the school and the coursework/degree you are pursuing: _____

3. Please use bullets to list any previous jobs/positions/professional roles have you held? (You may also choose to list previous places of employment.)
4. Please use bullets to list and briefly detail any current or previous involvement you may have had with NCAeyc, our Local Affiliate Council, our state Affiliates or Chapters, NAEYC or any other state AEYC.
5. Please use bullets to list and briefly detail any additional volunteer and leadership experiences you have had outside of AEYC that would impact your Board service.
6. Please use bullets to list and briefly detail up to five key personal/professional accomplishments that you feel best reflect your capacity to effectively serve as an NCAeyc Board member.
7. Please indicate your top three areas of interest related to Board service:

- | | |
|---|---|
| ___ Public Policy and Awareness | ___ Marketing and Communications |
| ___ Organizational Governance and Oversight | ___ Promoting and Supporting NAEYC Accreditation |
| ___ Financial Oversight | ___ Outreach to Students and Faculty |
| ___ Promoting NAEYC Standards & Practices | ___ Promoting and Supporting NCAeyc's
Commitment to Being a High Performing, Inclusive
Organization |
| ___ Membership and Local Affiliate Support | |
| ___ Fundraising and Donor Cultivation | |

Professional Beliefs

1. What is your philosophy about early care and education and what aspects are you most passionate about? (Please limit your response to 500 words.)
2. In what specific ways do you feel NCAeyc can and should serve its members? (Please limit your response to 300 words.)
3. In what specific ways do you feel NCAeyc can and should serve our state on behalf of children, families and early educators? (Please limit your response to 300 words.)

BOARD MEMBER RESPONSIBILITIES AND STATEMENT OF COMMITMENT TO SERVE:

Please thoroughly read and review the following **NCAeyc Commitment to Board Members** and the **NCAeyc Board Member Statement of Commitment** then provide your signature as indicated.

NCAeyc Commitment to Board Members

NCAeyc agrees to provide each member of the Board with the following:

- Access to the management of NCAeyc, as needed for proper operation of the Board
- Ample notice of all meetings
- Minutes of all Board meetings
- Relevant information, including regular financial statements, to conduct his or her job as a Board member
- Indemnification from liability for a Board member's reasonable and necessary actions
- Reimbursement for reasonable expenses in conducting and attending to NCAeyc Board business

Candidate's Statement of Commitment to Fulfill NCAeyc Board Member Responsibilities

If elected, I agree to:

- Be actively engaged in the work of the Board and maintain current membership at all times
- Be an active member of a Board committee and/or committees
- Regularly attend all Board meetings, activities and functions
- Apply fair and independent judgment and duty of care in conducting the business of NCAeyc
- Keep all NCAeyc matters confidential
- Be loyal to NCAeyc, always exercising Board powers in the interest of NCAeyc and not for the interest of myself or others
- Respond to requests and communications in a timely manner
- Support NCAeyc's mission and review the Board's performance in achieving it
- Review and approve the organization's funding plans
- Approve the Association's annual budget and routinely review budget reports
- Contribute to the financial well-being of NCAeyc and seek financial support from others for NCAeyc (e.g. fundraising)
- Review, approve, and adhere to NCAeyc, bylaws, policies and procedures
- Review and use evaluation results to improve NCAeyc's response to the membership and the early childhood field
- Act as liaison to established or emerging AEYC Local Affiliates or Chapters in my region
- Mentor new Board members
- Refrain from engagement in all political campaigns in the name of NCAeyc and be non-partisan in public policy efforts on behalf of NCAeyc
- Disclose all conflicts of interest with NCAeyc
- Inform the Board of any change in my ability to fulfill the above responsibilities
- Inform the Executive Committee of any pending charges against me (excluding minor traffic violations)

By signing below, I confirm that I have read and understood both NCAeyc's commitment to Board Members and the Statement of Commitment to Fulfill NCAeyc Board Member Responsibilities listed above and if elected to the board I commit to fulfilling these responsibilities. Furthermore, my signature indicates that all information provided on this Application form is true and accurate.

Signature

Date

Thank you for your work with young children and their families and for your interest in volunteer service to the NCAeyc Board of Directors!