



NAESP's Officers and Board of Directors lead the Association by establishing goals and priorities, provide fiscal oversight, and make all policy decisions. Their leadership and influence on issues of policy and practice aim to keep our nation's schools on track and headed in the right direction. This candidate packet will provide more information about the election process and some responsibilities of Board service. Please review this packet prior to submitting your electronic Prospective Candidate Form to NAESP. Questions should be directed to Governance Services Director, Jennifer Shannon at jshannon@naesp.org. You are also encouraged to contact current Board members to learn more about their roles and experiences on the Board; a complete list with contact information can be found at <https://www.naesp.org/naesp-board-directors>.

Open Board Positions:

Vice President:

- Three-year term of office beginning August 1, 2024
- NAESP Officers serve the first year as vice president, the second year as president-elect and the third year as president
- Prospective Candidate Data Form must be submitted no later than **October 1, 2023**.
- Vice President Election runs March 12-22, 2024.

Directors in Zones 5, 7, 9 & Director At Large, Minority:

- Three-year term of office beginning August 1, 2024-July 31, 2027
 - Each [Zone](#) establishes their own election procedures
 - NAESP distributes the prospective candidate data information, submitted to NAESP, to the appropriate Zone Directors immediately following the November 1, 2023 deadline.
 - Prospective Candidate Data Form must be submitted to NAESP no later than **November 1, 2023**.
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Application Information:

The electronic application includes the following components:

- Professional background information (i.e., education, professional experience, leadership affiliations)
- A letter of support from the executive director of your state association.
- A letter of support from your current superintendent providing evidence that clearance has been obtained for you to be released of your administrative duties to serve effectively if elected to the Board (NAESP business can require 13-15 days per year taken four to five days at a time).
- A Goal Statement of no more than 1 page of why you wish to hold this office and what you wish to accomplish.
- Letters of Recommendation from NAESP state leaders, state and federal officials, local community leaders, and others as so desired by the candidate (quality and depth are considered over quantity; limited to no more than 25 single-side 8.5x11 pages).

Contact Governance Services Director, Jennifer Shannon (jshannon@naesp.org) or 703-518-6286 to request the electronic application for all open positions.

Election Process & Timeline:

August 2023: Call for Nominations for open positions on the NAESP Board of Directors. For 2024, there are five open positions on the Board of Directors: Vice President, Directors in Zones 5, 7, 9, & Director At Large, Minority.

October 1, 2023: Deadline for Vice President Prospective Candidate Data forms to NAESP.

November 1, 2023: Deadline for Prospective Director forms to NAESP.

November 7, 2023: The NAESP Nominating Committee meets to review all nomination materials submitted to NAESP and determines which candidates shall be selected for the ballot for Vice President.

March 12-March 22, 2024: Vice President Election

*Last day of voting or earlier: NAESP is notified with the names of the newly elected Directors in Zones 5, 7, and 9.

Term of Office and Qualifications:

Officers:

- a) Term of Office: The term of office of the President, the President-elect, and the Vice President shall be limited to one (1) year, commencing on August 1, following the election.
- b) Qualifications: Any regular member who is a principal or assistant principal; assigned to a specific school(s) that are responsible for the supervision of teachers and children in that school may hold office.
- c) NAESP Officers serve the first year as Vice-President, the second year as President-Elect and the third year as President.

Zone and At-Large Directors:

- a) Term of Office: Zone and At-Large Directors shall each serve for a term of three years, commencing on August 1 following their election, with three (3) members retiring each year. The At-Large Director(s) are elected by the Board to serve a three-year term to represent the needs of the Association determined by the Board.
- b) Qualifications: Any regular member who is a principal or assistant principal; assigned to a specific school(s) that are responsible for the supervision of teachers and children may serve as a Zone or At-Large Director.

Note: Per policy, an NAESP Officer or Director shall not concurrently serve as an Officer or Director (except in an ex-officio role) of an NAESP State Affiliated organization.

Responsibilities of Officers & Board Members:

- a) Attend up to four meetings of the Board of Directors (3-4 days each) and up to four major events of the Association (2-3 days each) for a total of approximately 13-15 days for Directors and 15-17 days for Officers during the year. *Travel related expenses for board meetings are reimbursed by the Association according to policy.*
- b) Prepare for all Board meetings by familiarizing himself/herself with information provided in the meeting agenda and attachments prior to the meeting date;
- c) Give oral reports on recent activities within your state/zone during Board meetings;
- d) Serve on committees, task forces and special assignments as appointed by the President;
- e) Attend state conferences within your zone;
- f) Attend an overseas conference during your second year on the Board of Directors (*optional*);
- g) Willing to bring local/regional perspective to Board discussions while able to comprehend and integrate with NAESP's strategic goals;
- h) Assist the Board in making decisions that are in the best interests of the Association and the membership it serves;
- i) When a decision is reached, support and help implement that decision;
- j) Be informed about NAESP's vision, mission, strategic plan, services, policies and programs;
- k) Willing to communicate on an on-going basis with respective Zone members and NAESP State Representatives;
- l) Recommend nominees who will make contributions to the work of NAESP, the Board, committees and task forces;
- m) Conduct Zone meetings when scheduled.

Critical Qualities of an Effective Board Member:

1. Dedicated and Committed

Being a board member requires a high level of dedication and commitment to responsibilities that extends beyond attending board meetings regularly. Effective board members bring a lot to the table and do their best to ensure that the organization is well-maintained, financially secure, and operating in accord with the stated goals and objectives in the best interests of its members.

2. Able to lead and influence others

An excellent member of the board can lead and influence others to pursue the goals of the organization. He or she has the spirit and drive to set direction to support the organization in fulfilling its mission.

3. Straightforward and impartial

An effective board member brings candor to board meetings. He or she can engage other board members in discussions and debates without being arrogant or disrespectful. He or she is objective and impartial and can represent all those whom the organization serves and not a particular geographic area or interest group. A good member of the board will not hesitate to ask the hard questions for the members that the board serves.

4. Knowledgeable and an insatiable learner

A member of the board should be knowledgeable about the organization and its culture, operations, mission, and vision, the roles, and responsibilities of the board as well as the principles of good governance. Aside from that, he or she has an insatiable desire to learn and seek personal and professional development.

5. Values discretion and confidentiality

Trustworthiness is an essential trait of a board member. Board discussions and meetings are confidential, and each member should be able to manifest discretion at all times. He or she should always support the decision of the board when speaking in behalf of the organization.

Powers and Duties of the NAESP Board of Directors:

- a) Establish Association goals and objectives;
- b) Act for the Association and make all policy decisions;
- c) Be responsible for approving the budget and provide fiscal oversight for the Association, including the general supervision of the reserve funds;
- d) Determine the date and location of meeting(s) of the General Assembly;
- e) Attend and serve as voting members of the General Assembly;
- f) Determine the Association dues of all membership categories;
- g) Approve membership benefits;
- h) Approve, for affiliation, a recognized state association which has the largest number of Association members and any related recognitions therein;
- i) Review all reports of Association officers and committees and provide appropriate reports to the General Assembly;
- j) Establish procedures for initiative, referendum, and recall;
- k) Censure, suspend, or expel, for cause, any member of the Association after due notice and hearing, by two-thirds vote of the Board of Directors;
- l) Vacate censure or reinstate a suspended or expelled member by a two-thirds vote of the Board;
- m) Establish committees;
- n) Develop guidelines for each committee to follow;
- o) Establish the fiscal year of the Association;

- p) Employ, supervise, and evaluate the Executive Director, and renew or terminate the contract;
- q) Continue in office in the event of national emergency and conduct the business of the Association until such time as operations can be carried on in the prescribed manner;
- r) Amend or appeal amendments to Bylaws and adopt revisions to the platform; and
- s) Have such other powers and perform such other duties as may be provided for in the Bylaws and by statute.

*Refer to the [NAESP Bylaws](#) for a complete description of the Composition, Qualifications, and Powers and Duties for the Board of Directors.

General Board Calendar:

August 1 – Term of Office Begins

September – Steering Committee/New Board Member Orientation (*Officers & New Members only*)

October – Fall Board Meeting & National Distinguished Principals Program (A major national recognition program for PK-8 public school principals representing all states and including several private, international and defense school principals that achieves positive publicity for individual principals, their schools and their school communities)
(For 2023--October 5-6, 2023, Willard InterContinental, Washington D.C.)

November – Governance Committee Meetings (*Officers only*)

March – Spring Board Meeting & National School Leaders Advocacy Conference (A gathering of PK-12 principals in the Washington, D.C. area representing all states for purposes of advocacy on Capitol Hill and leadership development)
(For 2024--March 10-13, 2024, Doubletree Hotel, Crystal City, VA)

July – Summer Board Meeting and Annual Conference (The largest professional development conference for PK-8 principals features over 100 sessions and attracts about 2,500 school leaders each year from all states and Internationally)
(For 2024--July 15-17, 2024, Nashville Convention Center, Nashville, TN)

Impact and Importance of the Role of NAESP Officers and Board of Directors:

NAESP's Officers and Board of Directors enhance the reputation and reach of their respective schools and districts through their leadership and influence on issues of policy and practice that aim to keep our nation's schools on track and headed in the right direction. The value-add for a superintendent in allowing a principal this opportunity is that it gives them and the district their own stakeholder in the national arena. The experiences, awareness, exposure and knowledge these individuals gain can inform and set the groundwork for true change and innovation in education and within their own district/state. As an individual, it broadens their understanding of themselves as a leader and helps them to grow outside the parameters of their current and immediate lenses. They see themselves as part of something greater and as part of a collective outside the immediate. They get the opportunity to network with principals from across the nation and forge new alliances.

The efforts of NAESP's Officers and Board of Directors lead to positive enhancements for educators at all levels – federal, state, and local. Dealing with educational challenges and opportunities allows an NAESP Officer or Board Member to utilize and expand his/her experience as: (1) A highly effective school leader in creating optimum learning environments for children and youth; (2) a proponent of high-quality professional development for principals and teachers; (3) an advocate for using the latest educational research to improve school management and classroom instruction; (4) an influential national educational leader impacting policy at the local, state and federal levels on behalf of principals, schools and children; and (5) generating positive publicity and providing critical voice to the national

educational dialog. In all these areas and more, NAESP's President, particularly, gains experiences that become assets to draw upon for the benefit of his/her school district and school community.

In these efforts, NAESP's Officers and Board of Directors gain practice that enhances their role as an educational leader, including:

- a. gaining insight to better serve on a school district's policy committee and strengthen other relationships with school board and community members;
- b. strategic growth planning – developing organizational goals and setting direction with PR that is directly related to work in school districts;
- c. working with professionals to gain skills to enhance engagement with the media, being coached in presentation style, developing an elevator speech with deliberate messaging, and practicing PR – all skills that are also critical for districts and schools alike;
- d. sharing with their schools districts 'hot off the press' news and recommendations to get out front of happenings - sometimes before they were aware of the event, law, or ruling.
- e. being a leading voice for high-quality public education for all children;
- f. influencing and impacting policy while it is being written (such as ESSA) instead of reacting after bills are signed into law;
- g. serving as key role models and representatives for the profession;
- h. organizational planning and budgeting;
- i. sharing leadership among peers and with executive staff;
- j. consensus-building and scenario development;
- k. deep thinking and reflection leading to well-informed decision making;
- l. gathering and analyzing information;
- m. developing presentations and honing public speaking skills;
- n. honoring the past while looking to the future;
- o. seeking and seizing new opportunities on behalf of the organization;
- p. succession planning for ensuring continuity in leadership that is also applicable and valuable for a school district when a change in leadership occurs;
- q. representing, supporting, and challenging all principals to become better leaders on behalf of the children they serve;
- r. leading principals and teachers to enact new visions for leading and learning to ensure that all children achieve their fullest potential
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