



# **Nominations and Elections Handbook**

**Nominations and Elections Committee**

**Approved April 15, 2015**

**Revised and adopted May 20, 2019**

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## **Introduction**

This handbook has been prepared to delineate standards for holding elections at all levels within National Association for Interpretation (NAI), describe proper procedures, and provide forms for use in conducting elections and reporting results.

Elections are one of the ways that NAI members respond to and influence our organization. The procedures outlined here ensure that NAI elections are fair, impartial, and held in a consistent manner.

This handbook reflects updated association bylaws enacted February 19, 2019. However, it is an organic document, as the committee cannot envision every potential scenario in the nominations and elections process. Members, operating in good faith, will need to make decisions based on operational needs as they occur.

**National Nominations and Elections Committee** (reference note: this document indicates a total of 7 members on this committee. Page 8 of the 2022 NAI Bylaws [Article VI, Section 1, b] states that there should be a maximum of 5 committee members, but gives the committee chair the opportunity to assign more committee members with Board approval.)

- Chair of the Nominations and Elections Committee
- Advisory Council Elections Coordinator
- Past President
- Young Professionals Council member (new in 2023)
- DEI committee member or designate (added in 2022)
- Up to two more members of the Association.

## **Purpose Statement**

The purpose of the National Association for Interpretation's Nominations and Elections Manual is to provide the Association and the committee the framework for best practices regarding the processes for recruiting and electing the leadership of the organization. Core to this framework is the desire to recruit, encourage, broaden, and strengthen the elected leadership across all levels of the organization with the principles of JEDAI and member support.

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## **Definitions**

### National Executive Committee

The Committee is composed of the President, Vice President for Administration, Vice President for Programs, Treasurer, and Secretary. (See Appendix C for job descriptions.) subject to corrections.

### Communities

A Community of the National Association for Interpretation is any group of NAI members with a common purpose, recognized by the Board of Directors as providing member services and membership networking opportunities. Communities include, but are not limited to, Regions, Sections, Chapters, and Branches.

### National Board of Directors

The Board consists of fifteen (15) members: 5 Executive Committee members, 2 Advisory Council representatives, 7 member-nominated and elected members, and 1 nominated and appointed by the board. (See Appendix C for job descriptions.) subject to change.

### Advisory Council

The NAI Advisory Council is an administrative organization for the NAI Communities and the NAI Board of Directors. It supports the dual role providing training, mentorship, and flexibility for Communities and providing a structure for supporting the NAI Board of Directors.

## **Member-Elected Governance Personnel**

All 15 NAI Board members and Community officers are elected by the organization's membership except for one Board member at-large appointed by the Board of Directors. (*Reference note:* Page 3 of the 2022 NAI Bylaws [Article IV, Section 2, a,])

### National Executive Committee: Membership-Nominated, Membership-Elected National Officers (#1-5)

- President
- Vice President for Administration
- Vice President for Programs
- Treasurer
- Secretary

### Membership-Nominated, Membership Elected, Board of Directors

- Five At-Large Positions (#6-10)
- Young Professional Council position, Membership Elected (defined as 18 to 30 years of age) (#11)  
(*Reference note:* Page 3 of the 2022 NAI Bylaws [Article IV, Section 2, a, i])

- “Historically marginalized community” position, Membership Elected (no definition referenced in Bylaws) (#12)  
(*Reference note:* Page 3 of the 2022 NAI Bylaws [Article IV, Section 2, a, i])

Advisory Council – Nominated Governance Personnel (#13-14)

- Advisory Council-Nominated, Advisory Council-Elected Board of Representatives.
- Two Positions

Board Appointed Position (#15)

Board member at-large appointed by the Board of Directors.

Community Officers

- Directors – each Community will have a director who will serve as that unit’s representative on the Advisory Council.
- Other Community Officers will be determined by the Communities themselves at the time of their recognition by the Board of Directors. Please see the Community Manual for more details.
- All Community and Advisory Council Elections will be conducted through the National Office and follow the guidelines laid out in this document.

**Terms of Office for Executive Committee, Board Members and Community Officers**

Board of Directors members are elected to three-year terms and may serve no more than two (2) consecutive terms in any unique position.

Advisory Council Board representatives are elected to three-year terms and may serve as a representative of the Advisory Council on the Board after their term as director of a Community is complete. However, Advisory Council representatives to the Board of Directors must be serving as a director of a Community at the time of their election. These positions are nominated and elected by the membership of the Advisory Council, as overseen by the National Elections Committee.

Community officers are elected to three-year terms and may serve no more than two (2) consecutive terms in any unique position. Community Elections and Nominations personnel should follow the same time schedule as the National Elections when possible.

**Filling Vacancies Prior to Conclusion of Term of Office**

If a member is not able to fulfill their complete term of a national office, the NAI President can appoint any qualified active NAI member to fill the open position. This appointee will be approved by vote of the national board. Any directors appointed to an unfilled position shall serve for the remainder of the term, at which time they may be nominated and elected to terms in accordance with these Bylaws. This appointment term of service will not count towards the ‘two consecutive terms’ limit.

Should an Advisory Council Representative to the board of directors step down prior to the end of their term, a new representative shall be appointed by the Advisory Council in a timely fashion.

If a member is not able to complete their term of a community office, the Community Director can appoint any qualified active NAI member to fill the open position. This appointee will be approved by vote of the Community Executive Committee. That appointee will fill the remainder of the scheduled term of that office to preserve the election cycle for that office. This appointment term of service will not count towards the 'two consecutive terms' limit. See Community Manual for details.

### **Prerequisites for All Nominees/Candidates**

All nominees and subsequent candidates must comply with the following criteria:

1. Candidates must be an NAI member in good standing at the time of nomination.
2. Candidates must maintain an active individual membership throughout the election process and their term of office, if elected.
3. Candidates must state a willingness to sign the NAI Ethics Agreement for Elected Officers should they be elected.

### **The Nominations/Candidacy Process**

#### For all Member-Nominated Positions

Candidates are nominated by members or themselves, then vetted and advanced to candidacy by the Nominations and Elections Committee. Any member can nominate another, who must agree to the nomination. It is the expectation that the members of the board of directors shall nominate at least one person per election cycle.

#### Requirements and Qualifications for National Executive Committee Nominees

To be nominated and elected to the Executive Committee the nominee must have served a minimum of one (1) year as a member of the Board of Directors. Before being considered for candidacy, those interested in election to the Executive Committee must provide the National Nominations and Elections Committee with the Executive Committee Nomination Form (See Appendix E). subject to change

#### Requirements and Qualifications for Member-Nominated Board of Directors Nominees

Before being considered for candidacy, those interested in election to the Board of Directors must provide the National Nominations and Elections Committee with the Member-Nominated Board of Directors Nominee Form (See Appendix G). Previous experience in an elected or appointed NAI or Organizational Unit leadership position preferred but not required.

### **Dedicated Board Positions**

Young Professional Representatives (defined as 18 to 30 years of age), Member nominated.

Historically marginalized community representative (referenced by the NAI Bylaws), Member nominated.

If an interested person is nominated for an open dedicated position between election cycles, a special election may be held. The elected board member will then serve the remainder of the available term. (*Reference note*: Page 3 of the 2022 NAI Bylaws [Article IV, Section 2, a, ii])

#### Advisory Council Representatives

The Advisory Council (AC) will elect two of its members to serve three-year terms on the Board of Directors. Nominations should be held within one month of the NAI National Conference with the aim to be done prior to the conference. If not at the conference, the results should be completed the end of the calendar year in which the general elections occurred. The AC representative to the board need not hold an office within the AC. Please see Advisory Council Manual for more details.

#### **Nominee Vetting**

Nominees' applications are examined to assure that they are current members in good standing and that they can perform the basic requirements of the position for which they are applying.

#### The Vetting Process

- Vetting takes place in June and July.
- The National Nominations and Elections Committee vets all National Executive Committee nominees. (See Appendix F).
- The National Nominations and Elections Committee vets all Member-Nominated Board of Directors nominees. (See Appendix H).
- Each Community's Nominations and Elections Committee vets all Community nominees, as consistent with the Communities criteria. (The Advisory Council Elections Coordinator will maintain specific guidelines on file from each Community.)
- Should an incumbent candidate be running for a second term, vetting of the candidate is not necessary.
- Prior to the vetting process, the names of all national candidates will be submitted to the Executive Board for one-week review for potential ethics issues.

#### **Conflict of Interest and Non-involvement by Committee members**

To avoid all appearance of bias or a conflict of interest, and to conduct business in a free and independent atmosphere, members of the National Nominations and Elections Committee shall not:

- Seek nomination for any National Executive Committee office. National Nominations and Elections Committee members seeking National office must formally resign from the National Nominations and Elections Committee prior to the beginning of the nomination process for that given election cycle.

- Campaign for or publicly endorse any individual candidate while serving on the National Nominations and Elections Committee.

### **Member-Nominated Election Cycle and Timeline**

The following schedule is a guideline to use to complete elections in a timely manner with a goal of announcing results in advance of the NAI National Conference in November.

#### February

The National Board of Directors will appoint a National Nominations and Elections Committee Chair by February 1. The other members of the committee shall be selected by the Chair and approved by the board of directors. The committee will include a past national President, the Advisory Council Elections Coordinator, a representative from the Communities one of which shall be a representative of the JEDAI communities and others to be appointed by the Chair with the approval of the Board of Directors.

#### March

By the end of March, the Nominations and Elections Committee shall meet to prepare for the upcoming elections cycle.

The AC Elections Coordinator gathers information on open positions for the coming elections cycle from the Community Directors by the end of March.

NAI membership will be notified of which national and Community offices require election this year. Communities should form a Nominations and Elections Committee in March of those years when elections are to be held. These may be a single chair or a multiple-member committee. Ideally, they should be appointed by March 31.

Requirements for nominations, job descriptions, nomination deadlines, and election dates will be posted online.

The National Nominations and Elections Committee chair will notify all community leaders of the upcoming election cycle and request they share the call for nominations with their membership.

The members of the National Board of Directors shall be strongly encouraged to nominate at least one person for National office.

Communities Nominations and Elections Committees should inform the National Nominations/ Elections Committee of whether they will conduct elections electronically or by mail if requested. Close collaboration and communication between the National and Community Elections Chairs is vital and will be ongoing throughout the election season.

Elections Committees will recruit candidates with a goal of having at least two candidates for each office, and no more than three. If Communities end up with more nominees than ballot slots, election committees should use the same criteria as the National Nominations and Elections Committee uses to select candidates for the ballot: potential to perform the duties of the elected position based on his or her resumé, experience in interpretation, and activity in NAI. The National Nominations and Elections Chair will work with NAI staff to ensure that positions up for consideration in the upcoming election are listed on the NAI website and advertised through newsletters and online.

This recruitment will include, but not limited to promotion through NAI websites, social media, and email updates with members.

### June

Nominations close for all National Office positions on June 15. The nomination process for the communities will be flexible but will meet the deadlines for submission to the national office for publication at the same time as the national office elections. The National Nominations and Elections Committee will verify active membership status through the national office.

### July

The Nominations and Elections Committee will use the following criteria to select candidates from the pool of nominees: potential to perform the duties of the elected position based on their resumé, experience in interpretation, and activity in NAI.

The final list of candidates needs to be ready by early August, with required prerequisites for all potential candidates checked. National Executive Committee Nomination forms should be completed.

For National Executive Committee positions, all listed character references should be contacted to verify endorsements. Candidates' applications, statements, and résumés should be checked.

For Community offices, candidates should provide statements explaining their desire to serve and their goals if elected, plus a brief biographical statement to be used in ballots. The nomination form is not required.

The National Nominations and Election Committee positions will contact nominees with results of nomination process by July 31st before announcing the ballot to the membership (membership)

For USPS (mail) elections, ballots should be prepared by August 31st.

### August

For electronic (email) ballots, candidate statements, headshots and brief bios should be sent to the National Nominations and Elections Committee Chair by August 15.

The National Nominations and Elections Committee Chair will finalize slates from all Communities Nominations and Elections Committees for the electronic ballot and send these to the National Secretary by August 15.

Once the National Secretary has received the final slates from the National Nominations and Elections Committee Chair, NAI staff will post all candidates' statements online and inform the membership that candidates' statements are posted.

The entire cost of all elections is borne by the National Office unless a Community operates outside the normal ballot timeframe.

#### August-September

For electronic elections, allow at least a two-week period for viewing candidate statements. Electronic ballots should be emailed by September 1.

Voting period should end by the third week in September.

At the close of the voting period, the National Nominations and Elections Committee Chair will send an elections report (in accordance with Appendix K) to the NAI Secretary for certification. Additional copies will go to the Executive Director, VPA, and a copy will be retained by the National Nominations and Elections Committee Chair. A copy of the Communities election results will also be sent to the Advisory Council Elections Coordinator in addition to the above listed individuals.

The National Nominations and Elections Chair shall notify all the candidates for National office of the status of their nomination as soon as the election is certified by the National Secretary.

For electronic ballots for Communities, the National Nominations and Elections Committee will collaborate with the Advisory Council Elections Coordinator and to notify the appropriate Community election chairs of the result prior to the release of any information to the membership.

Community Directors or the Community Elections Chair shall give each candidate within their community the status of their election. If there is no community elections chair or officers, then either the Advisory Council Elections Coordinator or National Nominations and Elections Committee Chair will notify those specific candidates of that community their election status. In other words, notification should come from the community level when possible.

After candidates are notified of results, National Nominations and Elections Committee Chair will post results of elections on NAI's website and inform membership of results.

Electronic election data file should be securely maintained by the NAI National Office for a period of at least one year after the conclusion of the national election or the NAI National

Conference, whichever occurs last, and a copy of the data set summary retained by the National Nominations and Elections Committee Chair.

### **Process For Board-Appointed Candidates**

The Board of Directors shall have the authority to appoint a voting member of the board of directors. The term of office shall be three years and is eligible for renewal for another three years should the board desire. Should the individual not be able to complete their term of office, the Board of Directors shall have the authority to appoint someone for the remainder of the term. The Board of Directors appointed member shall have all the rights and responsibilities as member-elected board member.

The Board of Directors also reserves the right to appoint ex officio, non-voting members of the Board of Directors as formal advisors to the Association. These individuals are appointed based on criteria developed and agreed upon by the board of directors.

## **Appendix A**

### **Applicable Contacts**

National Nominations and Elections Committee Chair  
elections@interpnet.com

Board of Directors Secretary  
Secretary@interpnet.com

NAI Executive Director  
230 Cherry Street,

Fort Collins, Colorado 80521  
Phone: 970-484-8283, 888-900-8283  
pcaputo@interpnet.com

NAI Office  
230 Cherry Street,  
Fort Collins, Colorado 80521  
Phone: 970-484-8283, 888-900-8283

## **Appendix B**

### **Code of Ethics for Elected Officers of NAI (Policy 2021 Code of Ethics)**

As an elected officer of the National Association for Interpretation (NAI) I will:

Represent the affairs of all NAI members without prejudice or favor of special interests within or outside the Association.

Always keep confidential items and information confidential.

Never use my leadership position in NAI for personal gain or for the advantage of other individuals within or outside NAI. Exercise my authority in a leadership role only when acting in official board meetings and/or as I am directed by the NAI Board of Directors.

Consider all issues presented for my review with an open mind to base my decisions on what is best for NAI and to never violate the trust of the membership of NAI.

Avoid any conflicts of interest between my position with NAI and my professional or personal life, and to remove myself from any discussion and voting on matters in which I have conflict.

Agree to resign my position as an NAI representative if I find myself unable to carry out my duties or unable to abide by this code of ethics.

Commit myself as a trustee of NAI members to ensure the Association's present and future financial security, growth, and development.

\_\_\_ I give my personal pledge to exercise the duties and responsibilities of this office or appointment with integrity, dedication, and commitment.

\_\_\_ I have read the NAI Conflict of Interest Policy (separate document) and agree to abide by its policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Leadership Level (indicate which region, section, or chapter in the space below):

National     Regional # \_\_\_\_\_     Section: \_\_\_\_\_     Chapter: \_\_\_\_\_

Please indicate what leadership position you hold:

\_\_\_\_\_

## Appendix C

### NAI Job Descriptions for Board of Directors

#### **President**

The President of the Board of Directors shall be President of the corporation, and subject to the direction and oversight of the Board of Directors, Shall: (a) exercise supervision over the business and affairs of the corporation; (b) see that all orders and resolutions of the Board of Directors are carried into effect; and (c) perform all other duties incident to the office of the President and as from time to time may be assigned to the President by the Board of Directors.

Term: Elected for a three-year term; eligible for a second term.

Required Annual Meetings: Minimum of two Board of Directors meetings, Executive Committee meetings, and attendance at the annual general membership meeting held in conjunction with the National Conference.

#### Duties:

- Serves as the Chair of the Corporation and presides over all meetings of the general membership; assists with the preparation of the Corporate Annual Report and presides at the Awards Ceremonies at the National Conference.
- Presides over all Board of Directors and Executive Committee meetings.
- Calls special meetings of the Board of Directors, as necessary.
- Presents the Board of Directors with motions for consideration when in session.
- Represents NAI at internal and external functions, or as designated by the Board of Directors.
- Maintains accurate records of president's responsibilities to present to the next President.
- Submits "President's Report" for regularly scheduled Board meetings, for Corporate archival records.
- Appoints all standing committee chairs except for the National Nominations and Elections Committee, which is subject to approval by the Board of Directors.
- Appoints at-large board members, subject to approval by the Board of Directors.
- Supervises overall operations of the Corporation and Executive Director.
- Assigns special tasks to the Board of Directors as needs arise.
- Monitors the needs and requests of the membership, directs the Board and staff in response to these issues.
- Performs other services as required by the Bylaws or as assigned by the Board of Directors.
- Submits an article for each issue of Legacy Magazine.

Time obligation: Average of 8 - 10 hours per week plus meetings.

Experience: Board of Directors experience either as a member of the Executive Committee, or

an Organizational Unit Director. Must have served a minimum of one (1) year on the Board of Directors before nomination.

Responsible to: The Board of Directors and the membership.

### **Vice President for Administration**

The Vice President for Administration of the Board of Directors shall be the Vice President for Administration of the corporation and preside over all corporate meetings in the absence of the President. The Vice President for Administration shall act as a liaison between the Board of Directors and any standing or special committees assigned to them and perform such other duties as from time to time may be assigned by the President or the Board of Directors. The Vice President for Administration shall appoint the chair of the Nominations and Elections Committee, subject to the approval of the Board of Directors. In the event of the prolonged absence or disability of the President, the Vice President for Administration shall be the acting President, and as such, the acting President shall have all the authority and duties vested in the President.

Term: Three-year term; eligible for a second term.

Required annual meetings: Minimum of two Board of Directors meetings, Executive Committee meetings, and attendance at the annual general membership meeting held in conjunction with the National Conference, and other meetings, as necessary.

Duties:

- Serves as President if President is absent from meetings and functions. If the elected President resigns or is unable to fulfill the elected term, assumes the position of President.
- Serves as Board liaison for special interest groups as assigned by the President.
- Appoints the Nominations and Elections Committee Chair, with approval of the Board.
- Serves as the Board liaison to the National Office administrative staff and operations. Must maintain close communication with the Executive Director.
- Serves as Chair of the NAI Personnel Committee.
- Works with the Executive Director to provide a strong training and evaluation component to the Board of Directors.
- Coordinates the Executive Director's annual performance evaluation and related salary adjustments.
- Performs other duties and services as required by the Bylaws and as assigned by the Board of Directors.
- Participates in task forces or committee work when applicable.

Time obligation: Average of 5 - 6 hours per week, plus meetings.

Experience: National Board of Directors experience either as a member of the Executive

Committee, a Community Director at the Regional or Sectional level. Must have served a minimum of one (1) year on the Board of Directors before nomination.

Responsible to: The President of the Association, Board of Directors, and the membership.

### **Vice President for Programs**

The Vice President for Programs of the Board of Directors shall be the Vice President for Programs of the corporation. The Vice President for Programs shall act as the liaison between the Board of Directors and any standing or special committees assigned to them, serve as the board liaison for the corporation's program activities and the Advisory Council, and perform other such duties as from time to time may be assigned by the President or the Board of Directors. In the event of the prolonged absence or disability of the President, and if the Board of Directors determines the Vice President for Administration is unable to be the acting President, the Vice President for Programs shall be the acting President, and as such, the acting President shall have all the authority and duties vested in the President.

Term: Three-year term, eligible for a second term.

Required annual meetings: Minimum of two Board of Director meetings, Executive Committee meetings, and attendance at the general membership meeting held during the National Conference, and others, as necessary.

Duties:

- Serves as the Board liaison for the various national committees that are charged with development and delivery of products and services that are considered membership services.
- Vice-President for Programs serves as the liaison to the Advisory Council.
- Serves as Board liaison for special interest groups as assigned by the President.
- Appoints the National Awards Committee Chair, with approval of the Board.
- Serves as the Board liaison to the National Office program staff and operations. Must maintain close communication with the Associate Director.
- Reviews NAI publications before they go to press.
- Monitors and promotes strategic planning for the Corporation, is the overall Champion of the Board of Directors strategic planning tasks and champions its implementation.
- Vice-President for Programs serves as a member of the National Interpreters Conference planning committee and helps in the site selection process.
- Performs other duties as required by the Bylaws and as assigned by the Board of Directors.
- Participates in task forces or committee work when applicable.

Time obligation: average of 5-6 hours per week, plus meetings.

Preferred experience: National Board of Directors experience whether as a member of the Executive Committee, or a Community Director at the Regional or Sectional level. Must have served a minimum of one (1) year on the Board of Directors before nomination.

Responsible to: The President of the Association, the Board of Directors, and the membership.

### **Treasurer**

The Treasurer of the Board of Directors shall be the Treasurer of the corporation. The Treasurer shall review the complete books, record of accounts, and financial reports (including annual reports) prepared and kept by the corporation's staff and perform such other duties as from time to time may be assigned by the President or the Board of Directors.

Term: Three-year term, eligible for a second term.

Required annual meetings: Minimum of two Board meetings, Executive Committee meetings and attendance at the annual general membership meeting held during the National Conference, and other meetings, as necessary.

Duties:

- Approves the audit procedure and annually reviews the audit with the Board.
- Reviews all financial reports for adherence to NAI policies and procedures.
- Serves as Chair of the Finance and Audit Committee.
- Reviews the annual budget prepared by the Executive Director before Board meetings.
- Advises the Executive Director on changes in financial procedures.
- Serves as one of four check signatories with executive director, appointed staff signatory, and President.
- Provides training for Community Treasurers.
- Participates in task forces or committee work when applicable.

Time obligation: average of eight hours per month plus meetings

Experience: Previous experience in an elected or appointed NAI National or Organizational Unit office. Must have served a minimum of one (1) year on the Board of Directors before nomination.

Responsible to: The President of the Association, the Board of Directors, and the membership.

### **Secretary**

The Secretary of the Board of Directors shall be the Secretary of the corporation. The Secretary shall keep corporate records and minutes of all membership and board meetings and other duties incident to the office of Secretary. The Secretary shall collect and ensure the publication of committee meeting minutes. The Secretary shall also perform such other duties as from time to time are assigned by the President or Board of Directors.

Term: Three-year term, eligible for a second term.

Required annual meetings: Minimum of two Board meetings, Executive Committee meetings and attendance at the annual general membership meeting held during the National Interpreters Conference, and other meetings, as necessary.

Duties:

- Serves as the chief recorder of all official meetings.
- Ensures that copies of the minutes are distributed to each Board member and the National Office in a timely manner preceding each meeting. Keeps file copies available to members upon request.
- Serves as the Board of Director's Bylaws monitor for all meetings and coordinates any Bylaws revisions that may become necessary.
- Ensures that all notices are duly given in accordance with the Bylaws or as required by law.
- The Secretary signs all legal documents for NAI as the Secretary of the Corporation as required by state and federal law.
- Performs other duties and services as required by the bylaws or as assigned by the Board of Directors.
- Participates in task forces or committee work when applicable.

Time obligation: Average of eight hours per month plus meetings.

Experience: Previous experience in an elected or appointed NAI National or Organizational Unit office. Must have served a minimum of one (1) year on the Board of Directors before nomination.

Responsible to: The President of the Association, the Board of Directors, and the membership.

### **Board of Directors Members**

#### **(Member-Elected, Board Appointed, and Advisory Council Selected)**

Required meetings: Minimum of two Board meetings, and attendance at the annual general membership meeting held during the National Conference, and other meetings, as necessary.

Duties:

- Participates in task forces or committee work when applicable.
- Volunteers for and accepts assignments and completes them thoroughly and on time.

- Stays informed about the Association, board, and committee matters.
- Prepares themselves for meeting.
- Reviews and comments on minutes and reports.
- Is an active participant in the Board's planning efforts.
- Is aware of and abstains from any conflict of interest. Signs Board ethics statement. Participates in fund raising for the organization.
- Maintains individual membership in the National Association for Interpretation.

Time obligation: Average of five hours per month plus meetings,

Preferred experience: Previous experience in an elected or appointed NAI or Community officer.

Responsible to: The President of the Association, the Board of Directors, and the membership.

Advisory Council Representatives have these additional responsibilities (these will increase the time obligation depending upon Community and Advisory Council responsibilities):

- Represents the Advisory Council and Communities at Board of Directors Meetings.
- Reports the contents of the Board meetings to the Advisory Council.
- Conducts the responsibilities of other elected positions within NAI, including those of Director of a Community, and the Advisory Council.

#### *NAI Board Activities*

- Approve and maintain the organization's mission and philosophy.
- Review, develop and implement a long-term strategic plan for the organization.
- Annually assess the environment in which the organization functions and approve necessary strategy changes.
- Review and approve the organization's budget.
- Approve major policies and actions of the organization, such as capital expenditures, and major program and service changes.
- Review member products and services provided by the association.
- Hire, monitor, evaluate, advise, support, reward, and, when necessary, change top management.
- Ensure management succession is properly provided for.
- Annually approve the performance evaluation of the Executive Director and establish their compensation.
- Approve appropriate compensation and benefit policies and practices.
- Approve Standing Committee chairs (as recommended by the President).
- Be assured that the Board is adequately and currently informed of the condition of the organization and its operations.
- Develop, approve, and participate in achieving the organization's funding plans and financial goals.

- Be assured that published reports properly reflect the operating results and financial condition of the organization.
- Ascertain that management has established and enforces appropriate internal control and conflict of interest policies.
- Appoint independent financial auditors, cooperate with the audit process, review, and approve annual audit and management letter.
- Review compliance with relevant laws affecting the organization.

As specified by the NAI Bylaws, a Board of Director will be extending their resignation if they miss two scheduled meetings without providing a reason for not attending a meeting.

## **Appendix D**

### **Community Officers**

- Directors – each Community will have a Director who will serve as that unit’s representative on the Advisory Council.
- Other Community Officers will be determined by the Community, at the time of their recognition by the Board of Directors.
- All Community and Advisory Council Elections will be conducted through the national office and follow the guidelines laid out in this document.

For more details, please see the Community Officers Operational Manuals and related materials.

**Appendix E**  
**National Executive Committee Nomination Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you been a member of NAI? \_\_\_\_\_

For what office are you seeking nomination? \_\_\_\_\_

Why are you running for this office?

What are your qualifications for this office? Specify whether the experience was with NAI or not. List experiences and qualifications you feel would be assets in the performances of the duties of the position in which you are interested.

What are your priorities for NAI and what practical measures will you implement to meet those priorities?

How have your personal or professional experiences with diversity, equity, access, justice, and inclusion benefitted *your work*? How would those experiences shape *your work* on the Board of Directors?

Please list three (3) NAI members as references. Current members of the NAI Board of Directors, NAI Staff and the National Nominations/Elections Committee members may not be used as references.

## Appendix F

### National Executive Committee Nomination Vetting Form

Nominee Name:

Elections Committee Name:

Is the nominee an Individual Member, in good standing, at the time of nomination? Y \_\_ N\_\_

Why are you running for this office?

Weak Response    1            2            3            4            5            6            7    Strong Response

Comments:

What are your qualifications for this office? Specify whether the experience was with NAI or serving on boards outside of NAI. List experiences and qualifications you feel would be assets in the performances of the duties of the position in which you are interested.

Weak Response    1            2            3            4            5            6            7    Strong Response

Comments:

How have your personal or professional experiences with diversity, equity, access, justice, and inclusion benefitted *your work*? How would those experiences shape *your work* on the Board of Directors?

Weak Response    1            2            3            4            5            6            7    Strong Response

Comments:

What are your priorities for NAI and what practical measures will you implement to meet those priorities?

Weak Response    1            2            3            4            5            6            7    Strong Response

Comments:

## Appendix G

### Member-Nominated Board of Directors Nominee Form

For the positions of At Large BOD, Young Professionals representative, and Historically Marginalized representative.

Name of Nominee:

Name of Nominator:

Nominee Email:

Nominee Phone:

Title:

Employer/Affiliation:

What is your educational background?

What professional experience do you bring related to interpretation? (Note: This does NOT have to include experience as an interpreter.)

Please tell us about any past service on a non-profit board of directors or professional association. What position did you hold or what duties did you have on this non-profit board of directors or professional association?

How have you served (or are currently serving) the National Association for Interpretation?

What are the skills and abilities you bring to serving on the National Association for Interpretation Board of Directors (i.e., financial, legal, organizational development, fundraising, marketing, etc.)?

How have your personal or professional experiences with diversity, equity, access, justice, and inclusion benefitted *your work*? How would those experiences shape *your work* on the Board of Directors?

Complete the following statement:

*I want to serve on the National Association for Interpretation's Board of Directors because...*

*Or*

*I nominate this individual for the National Association for Interpretation's Board of Directors because:*

Please list three (3) NAI members as references. Current members of the NAI Board of Directors, NAI Staff and the National Nominations/Elections Committee members may not be used as references.

## Appendix H

### Member-Nominated Board of Directors Vetting Form

For the positions of At Large BOD, Young Professionals representative, and Historically Marginalized representative.

Name:

Elections Committee Name:

What professional experience do you bring related to interpretation? (Note: This does NOT have to include experience as an interpreter.)

Weak Response    1        2        3        4        5        6        7        Strong Response

Comments:

Please tell us about any past service on a non-profit board of directors or professional association. What position did you hold or what duties did you have on this non-profit board of directors or professional association?

Weak Response    1        2        3        4        5        6        7        Strong Response

Comments:

How have you served (or are currently serving) the National Association for Interpretation?

Weak Response    1        2        3        4        5        6        7        Strong Response

Comments:

What are the skills and abilities you bring to serving on the National Association for Interpretation Board of Directors (i.e., financial, legal, organizational development, fundraising, marketing, expertise/experience with JEDAI issues, etc.)?

Weak Response    1        2        3        4        5        6        7        Strong Response

Comments:

How have your personal or professional experiences with diversity, equity, access, justice, and inclusion benefitted *your work*? How would those experiences shape *your work* on the Board of Directors?

Weak Response    1        2        3        4        5        6        7        Strong Response

Comments:

Please complete the following statement:

*I want to serve on the National Association for Interpretation's Board of Directors because...*

Weak Response    1        2        3        4        5        6        7        Strong Response

Comments:

## Appendix I

### Optional Advisory Council Representative Nominations Form

Name of Nominee:

Name of Nominator:

Nominee Email:

Nominee Phone:

Title:

Employer/Affiliation:

What is your educational background?

What professional experience do you bring related to interpretation? (Note: This does NOT have to include experience as an interpreter.)

Please tell us about any past service on a non-profit board of directors or professional association. What position did you hold or what duties did you have on this non-profit board of directors or professional association?

How have you served (or are currently serving) the National Association for Interpretation?

You are being nominated because of your knowledge, skills, and experiences in:

Considering this, please complete the following statement:

*I want to serve on the National Association for Interpretation's Board of Directors because...*

*Or*

*I want to nominate this individual for the National Board of Directors because...*

Please list three (3) NAI members as references. Current members of the NAI Board of Directors, NAI Staff and the National Nominations/Elections Committee members may not be used as references.

**Appendix J**  
**Optional Advisory Council Representative to the Board of Directors Vetting Form**

Nominee Name:

Elections Committee Name:

What professional experience do you bring related to interpretation? (Note: This does NOT have to include experience as an interpreter.)

Weak Response    1            2            3            4            5            6            7            Strong Response

Comments:

Please tell us about any past service on a non-profit board of directors or professional association. What position did you hold or what duties did you have on this non-profit board of directors or professional association?

Weak Response    1            2            3            4            5            6            7            Strong Response

Comments:

How have you served (or are currently serving) the National Association for Interpretation?

Weak Response    1            2            3            4            5            6            7            Strong Response

Comments:

What are the skills and abilities you bring to serving on the National Association for Interpretation Board of Directors (i.e., financial, legal, organizational development, fundraising, marketing, etc.)?

Weak Response    1            2            3            4            5            6            7            Strong Response

Comments:

Please complete the following statement:

*I want to serve on the National Association for Interpretation's Board of Directors because...*

Weak Response    1            2            3            4            5            6            7            Strong Response

Comments:

## **Appendix K**

### **Election Results Report Form**

The National Office Staff designated to manage the elections process (electronically) shall produce a list of the winning candidate first (or in bold type), other candidates in order, and add all write-in candidates and list the total number of votes each received.

Tabulated results will be submitted to the National Nominations and Elections Chair immediately after completion. The Chair will be responsible for authenticating and filing this report with the NAI Secretary for certification. The Chair will also file this report with the National NAI Office and the Advisory Council Elections Chair where applicable.

The National and Community Election Chairs must keep the ballot results electronically or in a locked and secure location for a period of 30-days after the conclusion of the election or the Board of Directors meeting at the NAI National Conference, whichever comes last. The NAI Office shall keep an electronic record of the election results in a secure location.

The National Nominations and Elections Committee Chair shall submit a report to the NAI National Board of Directors using the form that is located on the NAI website.

Special Note. According to the constitution and bylaws of the Association for the National election results to be valid, a minimum of 10% of the membership need to vote. If the minimal percentage is not meant, the election will need to be repeated as soon as possible.

## **Appendix L (Optional)**

### **Matrix of Knowledge, Skills, and Experience Form**

When recruiting nominations for all Member-Nominated Board of Directors positions, the matrix below is a tool to help find nominees who can fill a defined role on the Board of Directors. This matrix is based on Knowledge, Skills, and Experience.

When applicable two weeks before the spring Board meeting, a matrix similar to the following can be distributed to all members of the Board. Their responses are emailed to the secretary one week before the meeting for tabulation. The top five items would serve as a springboard for discussion of recruiting nominees who have strengths in these roles at the meeting.

#### **Knowledge, Skills, and Experiences**

Rank order your top three candidate attributes.

- Accounting/Auditing
- Advocacy
- Communications
- Fundraising
- Community Relations
- JEDAI Expertise
- Public Sector Relations
- Performance Management
- Regulatory Mandates
- Marketing

- \_\_\_\_\_ Meeting Planning
- \_\_\_\_\_ Social Media
- \_\_\_\_\_ Retail
- \_\_\_\_\_ Member Relations
- \_\_\_\_\_ Risk Management
- \_\_\_\_\_ Organizational Management
- \_\_\_\_\_ Special Events Management
- \_\_\_\_\_ Non-Profit Board Expertise
- \_\_\_\_\_ Strategic Planning
- \_\_\_\_\_ Partnerships
- \_\_\_\_\_ Other