



Greetings Valued NOHS Member:

We are excited to inform the NOHS Membership that the call for positions to serve on the National Board of Directors is open. For our profession and national organization to remain strong, your involvement is vital. The field of human services requires committed, competent, and compassionate professionals. NOHS, our national organization, also needs you to advance our collective agenda, promote our initiatives, and advocate for our profession. Committing to service at the national level is critical to the advancement of human services. So roll up your sleeves and consider joining the Board of Directors as we advance NOHS's mission.

Please consider nominating yourself or a colleague for one of the following roles:

- **Treasurer (elected position)**
- **Vice President of Conferences (elected position)**
- **Membership Chair (elected position)**
- **Awards Chair (appointed position)**

Details about each position and a nomination form are included in the attachment.

**Please send the following to the NOHS Office at [info@nationalhumanservices.org](mailto:info@nationalhumanservices.org) by September 16 2019:**

1. Nomination Form
2. Statement of rationale for interest in position (include brief history of work for the organization)
3. Statement of vision for the organization
4. Resume/CV
5. Picture (dpi 400) as a jpg

NOTE: Nominees must submit all required documentation to be included on the ballot.

**Timeline for Nominations and Elections:**

- Nominations are open between NOW and September 16, 2019.
  - Nominations will close on September 16, 2019 at 11:59pm EST.
- Elections will take place between September 23, 2019 and September 30, 2019.
  - Voting instructions will be provided when the ballot is distributed to the membership.

**NOMINATE YOURSELF OR SOMEONE ELSE TODAY!!!**

Sincerely,

The NOHS Board of Directors



## **Nomination Form for NOHS Board of Directors**

### **Open Positions for 2019-2020**

The following positions on the National Organization for Human Services Board of Directors are available. We ask you to consider candidates who meet the criteria provided below. You may nominate yourself, if eligible.

#### **Current Available Positions:**

- **Treasurer (elected position)**
- **Vice President of Conferences (elected position)**
- **Membership Chair (elected position)**
- **Awards Chair (appointed position)**

#### **Article V: Officers of the National Organization**

5.1 Officers of the National Organization shall be President, Vice President for Conferences, Vice President for Regional Development, Vice President for Professional Development and Education, Vice President for Public Relations and Marketing, Secretary, and Treasurer. All officers shall be members of the National Organization, and each, before taking office, must have had a minimum of one year of membership in the National Organization and/or its associates/affiliates with the exception of the President who must have had one year of official service on the Board before taking office. Each officer will be elected for a two-year term and may be re-elected for one additional term.

#### **Article VI: Other Elected Members of the Board of Directors**

6.1 Other elected members of the Board of Directors shall include chairpersons of standing committees (Member Services, Advocacy, and Social Media). Each Committee Chairperson may, as desired or at the direction of the Board of Directors, recruit members of the National Organization to serve as a committee to assist with the responsibilities of the office. Chairpersons of the standing committees shall be elected to a two-year term and may be re-elected for one additional term.

**All nominees must hold the HS-BCP Credential. Eligibility requires submitting verification of HS-BCP in good standing or a statement that HS-BCP certification will be obtained, if elected.**

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## **Nominations for Treasurer**

5.8 The Treasurer shall be the financial officer of the National Organization and oversees the funds, investments and required audits of the National Organization. The Treasurer will coordinate the preparation of an annual budget, provide an account of all transactions and the financial condition of the National Organization at all meetings of the Board of Directors, and shall ensure that liability insurance is in force for the National Organization. The Treasurer shall be elected in odd numbered years.

### **Additional duties include:**

- The Treasurer shall be a member of the Executive Committee and Board of Directors.
- Attendance at all Board of Director (BOD) meetings (via phone throughout the year and in-person at the annual conference)
- Provision of a report at all meetings (verbally for phone meetings and written for the in-person meeting at the annual conference)
- Coordinate the preparation of annual budgets for NOHS Regions and Committees.
- Assist in development of policies and procedures as related to the finances of the National Organization.
- Review financial proposals for the Organization and provide recommendations to the Board of Directors.
- Annual attend one meeting of the NOHS Regional Leadership Committee.
- Coordinate quarterly meetings with Region Presidents and Treasurers to review financials status of the National Organization and Regions.

## **Nominations for Vice President for Conferences**

5.3 The Vice President for Conferences shall oversee the planning and implementation of the National Organization's annual conference under the direction of the Board of Directors and in collaboration with the regional site coordinator(s) and the conference presentation proposal committee. Duties shall include preparation of a detailed proposed budget as part of the annual fiscal process and a full post-conference report, including a final financial report, which shall be presented to the Board of Directors within 90 days of the annual meeting. The VP will oversee the solicitation of nominations for and the awarding of the National Organization's awards, scholarships, and grants. The VP shall maintain the criteria for all awards as approved by the Board of Directors and shall recommend to the Board of Directors individuals and organizations to receive the awards (except the President's Award). The Vice President for Conferences will be elected in odd numbered years.

### **Additional duties include:**

- Attendance at all Board of Director (BOD) meetings (via phone throughout the year and in-person at the annual conference)
- Provision of a report at all meetings (verbally for phone meetings and written for the in-person meeting at the annual conference)
- Assist in coordination of CEU for workshops presented at conference.
- Coordinate with Management Company conference timeline and marketing strategies.

## **Nominations for Membership Chair**

6.2 The Member Chairperson shall be responsible for fostering the recruitment of new members, the retention of continuing members, awards, member benefits, diversity in the National Organization, outreach to and support of students, and facilitate publication of the Membership Directory. The Member Services Chairperson shall be elected in odd numbered years.

### **Additional duties include:**

- The Membership Chair will serve as the lead of the membership committee.
- Attendance at all Board of Director (BOD) meetings (via phone throughout the year and in-person at the annual conference)
- Provision of a report at all meetings (verbally for phone meetings and written for the in-person meeting at the annual conference)
- Annual review of membership benefits.
- Development of membership strategic plan which will include strategies for recruitment and retention.
- Coordinate with Management Company development and delivery of new member information, lapsed member outreach and prospective member outreach.
- Assist in activities related to the development or revision of bylaws, policies or procedures as related to membership.
- Coordinate with Management Company to create content when requested for NOHS website, educational library, newsletters and/or social media when requested.

## **Nominations for Awards Chair**

The awards chair will oversee all aspects of the planning and execution of the National Organization's annual awards program.

### **Additional duties include:**

- The Award Chair will serve as the lead of the awards committee.
- Attendance at all Board of Director (BOD) meetings (via phone throughout the year and in-person at the annual conference)
- Provision of a report at all meetings (verbally for phone meetings and written for the in-person meeting at the annual conference)
- Establish a committee per NOHS policies and set committee goals for the year.
- Monitor and revise awards application, rubric and awards guidebook.
- Attend the national conference and conduct the awards ceremony.
- Collaborate with the Conference Chair to organize annual awards event at the conference.
- Coordinate with Management Company and regions to communicate guidelines, deadlines and available options.
- Coordinate with Management Company to provide recognition for board service.
- Coordinate with Management Company to create content when requested for NOHS website, educational library, newsletters and/or social media when requested.



## 2019-2020 NOHS Board of Director's Nomination Form

**Please provide contact information for the person nominated:**

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

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

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

**Please provide contact information the person doing the nomination:**

Check the box if you are nominating yourself. [  ]

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

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

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

**Nominating for the following position(s) and please mark if the candidate has AGREED to run for the position(s) identified:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| <input type="checkbox"/> Treasurer                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> Vice President of Conferences | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> Membership Chair              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> Awards Chair                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

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By submitting the above information, you agree to have the information posted on the NOHS website and be added to the ballot for the 2019-2020 NOHS elections.