



# **Guidelines for Nominees to Positions on the National Collegiate Honors Council Board of Directors**

**Prepared by the Nominating Committee 2015  
Based upon revisions of the  
NCHC Constitution and By-Laws, December 2014**

**Revised in 2018 by the Nominating Committee  
Approved by NCHC Board of Directors, November 2018**

## **GENERAL GUIDELINES:**

Members of the NCHC Board of Directors hold crucial positions in the organization that directly affect its strategic directions and effectiveness. In 2014, upon recommendation of the Board, the members of NCHC passed constitutional amendments to institute a more formal process of nomination for all leadership positions.

Guidelines for candidates were again revised by the 2018 Nominating Committee to bring them in better alignment with the changing role and development of the NCHC. These changes were then approved by board vote.

**EXPECTATIONS OF BOARD MEMBERS:** Membership on the Board of Directors is both an honor and a responsibility. There is a significant time commitment expected, as outlined below. In addition, most of the financial costs of board participation (travel, some hotel accommodations) are met by board members or their institutions.

1. Understand and support NCHC's mission.
2. Prepare for, attend, and participate in board meetings:
  - Review materials sent in advance of board meetings (i.e., the board book), since board time is limited and meetings are conducted on the assumption that directors will come prepared to discuss and deliberate the issues.
  - Be able to attend the three board meetings in the calendar year (Winter meeting in Feb; Summer meeting in June; Fall meeting at annual NCHC conference). See detailed list of meeting specifics and associated costs.
  - Monitor on a regular basis the NCHC online Board Forum for discussion and calls for actions, such as electronic balloting.
  - Serve on one or two NCHC standing committees based on interest, expertise, or need, and attend meetings of those committees. Serve as a board liaison for one or both of these committees (i.e., provide committee feedback to the board and explain board initiatives to the committees).
  - Serve on NCHC ad hoc committees or task forces, as appointed by the NCHC president.
  - Maintain strict confidentiality on board debates, and once a decision has been reached by the full board, publicly support that decision.
3. As a board director, focus on policy, strategy, and governance rather than operational issues or any personal agenda. Recognize that board directors consider issues not as representatives of their own programs, institutions, or companies, but rather as individuals elected by the NCHC membership to represent and focus on the best long-term interests of the NCHC and honors education in general.
4. Serve as an ambassador for the NCHC and honors education:
  - Attend events focused on honors education and inform the NCHC board and leadership team of concerns or opportunities that exist within the honors community.

- Be educated about NCHC’s mission and value to the honors education community so that you are able to speak knowledgeably about them with different audiences.
  - Be educated about and committed to NCHC fundraising efforts.
5. Attend other events:
- Attend, support, and assist with activities at the NCHC annual conference, such as the Signature Programs or the Consultants Center.
  - Attend donor recognition and awards events at the conference.
  - Attend regional, state, and local honors education (and related) events, as possible, so that you are current on developments and can respond to questions or concerns about NCHC.
6. Provide or enable financial support:
- The expectation is that every board member will make an annual contribution to NCHC – your choice of fund, and in the amount you are able (i.e., no minimum requirement).
  - Formulate and/or make NCHC aware of any grant opportunities that align with honors education.
  - Seek out or make NCHC aware of any potential sponsors for the NCHC conference, workshops, or signature program events.
  - As appropriate, make sure your own institution is aware of sponsorship opportunities.

#### PROCESS FOR NOMINATION:

If you are considering or have been asked to consider becoming a candidate for a leadership position in NCHC and meet the requirements as outlined in this document, we welcome your nomination. You may nominate yourself or be nominated by another NCHC member to be considered to be added to the slate prepared by the Nominating Committee.

The Nominating Committee uses specific guidelines to determine its nominees – see below for those guidelines – and may decline to add you to the slate if documentation of the guidelines below is not adequate, not submitted by the deadline for nominations, or your qualifications do not match the guidelines and current needs of the NCHC board. Because the Nominating Committee is shaping a slate to achieve a balance of backgrounds, interests, and expertise, it is also possible that otherwise qualified nominees may not be ultimately included on the final slate. Finally, note that incomplete applications will not be considered.

Candidates may also be nominated from the floor at the annual business meeting – usually in November. The qualifications of candidates nominated at the business meeting must be verified by the NCHC staff before those candidates can be added to the ballot. If candidates do not meet the requirements (as outlined below), or if their application is not complete, they will not be put on the ballot.

# REQUIREMENT and STANDARDS for OFFICER and BOARD NOMINEES:

CONSTITUTIONAL REQUIREMENTS (original formatting and emphases adjusted for clarity):

## NCHC CONSTITUTION – ARTICLE FOUR, Section 9. Qualifications for Officers and Board of Directors

A. All candidates for positions as **Officers or Professional At-Large Members** of the Board of Directors must at the time of nomination

- **be institutional member representatives or professional members** of NCHC and must continue to be institutional member representatives or professional members of NCHC during their terms of office;
- **should have at least five years' experience in honors education, significant involvement** in their campus honors programs, and **service** in their regionals and/or NCHC.

**Student At-Large members** of the Board of Directors must at the time of assumption of office be enrolled as an honors student at a member institution of NCHC. The institution must continue to be members of NCHC during the student terms of office. Students have the opportunity to be nominated to serve either a two-year or one-year term.

*All candidates* for Officers and the Board of Directors, including both students and faculty,

- **shall submit a form describing the individual's leadership experience**
- **and a statement of the candidate's qualifications for holding office, as well as the candidate's strengths and goals for NCHC.**

The Dean/Director of a **student nominee's home institution must submit a letter verifying that the institution will support travel to board and other meetings**, as necessary and appropriate.

The **Dean/Director of a faculty nominee's home institution must provide a letter supporting the nomination and verifying that this service is compatible with the individual's duties at the home institution**; in the case of a Dean/Director, an appropriate administrator in the Office of Academic Affairs shall provide the letter.

## Section 10. Terms of Office and Duties of Officers

**D. Vice President (One-Year Term).** The Vice President is elected by the membership. His or her term begins when the election results are certified by the Secretary or, in the case of an uncontested election, immediately upon the close of nominations at the annual meeting of NCHC. He or she serves as Vice President until the conclusion of the annual business meeting following the annual business meeting at which he or she was nominated.

**Candidates for Vice President must be professional members of NCHC at the time of nomination, and should have substantive experience in both honors education and NCHC, including previous service on either the NCHC Board of Directors or a comparable board. They must also have at least two years of service as NCHC committee chair, or, alternately, at least one term as a board member of a state or regional honors council.**

The duties of the Vice President are to:

- Chair the planning committee for the national conference that will be held the second year following his or her election as Vice President,
- Serve as a member of the Executive Committee, and
- Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**E. Secretary (Three-Year Term).** The Secretary is elected by the membership, and his or her term begins when the election results are certified by the outgoing Secretary. He or she serves as Secretary for a term of three years that ends when he or she certifies the election of his or her successor.

**Candidates for Secretary must be professional members of NCHC at the time of nomination, should have served previously on the Board of Directors or a comparable board, or served at least two years as NCHC committee chair, or at least one term as a board member of a state or regional honors council.**

The duties of the Secretary are to:

- Serve as secretary for and take the minutes of the annual business meeting, meetings of the Board of Directors, and meetings of the Executive Committee,
- Report actions taken by the Board of Directors to the membership,
- Report actions taken and recommendations of the Executive Committee to the Board of Directors,
- Report actions taken by the leadership and Board to the membership,
- Serve as a member of the Executive Committee, and
- Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws.

**F. Treasurer (Three-Year Term).** The Treasurer is elected by the membership, and his or her term begins when the election results are certified by the Secretary or, in the case of an uncontested election, immediately upon the close of nominations at the annual business meeting. He or she serves as Treasurer for a term of three years that ends when the election of his or her successor is certified by the Secretary.

**Candidates for Treasurer must be professional members of NCHC at the time of nomination, should have served previously on the Board of Directors or a comparable board, or served at least two years as NCHC committee chair, or at least one term as a board member of a state or regional honors council. In addition, a candidate for Treasurer, who is also *ex officio* co-Chair of the Finance**

**Committee, should have served for at least two years on the Finance Committee, and must meet the expectations to serve as co-chair of the Finance Committee.**

The duties of the Treasurer are to:

- Supervise the collection of all fees and dues owing to NCHC,
- Supervise NCHC funds and their deposit in a manner consistent with the Constitution, Bylaws, and Standing Orders of NCHC,
- Make an annual report to NCHC and submit annually, or at any time requested by the Board of Directors, a complete and verified statement of the financial condition of NCHC,
- Serve as a member of the Executive Committee,
- Serve as Co-Chair of the Finance Committee, and
- Perform other duties as provided in the Bylaws or as assigned by the Board of Directors consistent with the Constitution and Bylaws

## **GUIDELINES FOR THE SELECTION OF NCHC NOMINEES**

### **(Standing Orders, XX. CHARGES OF STANDING COMMITTEES)**

K. The Nominating Committee shall:

1. Consist of five members of the Board of Directors, including the Immediate Past President who will act as chair.
2. Arrange a call for nominations to the membership in time to prepare a slate of candidates, complete with brief resumes. Typically done in the month of March.
3. Inform all candidates of the potential cost to serve on the Board of Directors or as an officer of the NCHC. Secure a statement in writing from directors of honors programs guaranteeing that if their student candidate wins the election, the honors program will underwrite the student's costs.
4. Secure a suitable roster of candidates for NCHC officer positions as well as the at-large positions and student positions on the Board of Directors.
5. **In making its nominations, the committee shall:**
  - a. **Consider the experience and qualifications of nominees.**
  - b. **Make the board as diverse and inclusive as possible (e.g., in age, race/ethnicity, gender and sexual orientation).**

**c. Consider the geographic distribution as well as the type of institutions represented in NCHC membership.**

**d. Select candidates who have the interest, capability, and support to sustain the responsibilities of the position.**

**e. Provide the opportunity for members to make other nominations from the floor at the annual business meeting.**