



District Board Director - Position Description

Term

- Five (5) years
- District Board Director terms are staggered to maintain Board continuity.

Part I: Qualifications

- Must be an institutional member in good standing.
- Commit to attending two in-person board meetings a year and monthly virtual meetings.
- Demonstrated leadership commitment and involvement with NAEP and/or other professional organization.
- NAEP champion at all events and meetings

Part II: Expectations

- Serve a five (5) year term.
- Requires a time commitment of approximately 9-11 in person days each year and 1-3 hours a month virtually.
 - Attendance at the NAEP Annual Meeting (EPIC)
 - Spring Board of Directors Meeting is typically held immediately before EPIC
 - Attendance at the Fall Board Meeting
 - Typically held in January and may be aligned with other NAEP activities
 - Monthly Board Calls (10 Per year for an hour and half each)
 - Additional time may be required for conference calls, correspondence, planning, writing reports, etc. Depending on committee or work group appointments and representation at other external organizations' meetings/conferences, this time commitment may be greater
- Employer support in advance is required.
- Willingness to commit time and talent to special projects and/or task force assignments.

Part III: Position Descriptions

1) General Position Criteria



The following skill sets apply to **all** positions on the national ballot.

Leadership

- Demonstrates diplomacy in bringing opposing views to agreement
- Demonstrates organizational and management skills
- Embraces and manages change to advance NAEP
- Prioritizes issues consistent with the NAEP's strategic plan. Strategic initiatives include:
 - membership growth
 - cohesive volunteer model
 - establish new institutional partnership
 - increase attendance at educational
 - professional development offerings
- Understands general principles of not-for-profit fiscal management

Personal

- Fosters an atmosphere of creativity, collaboration, diversity, and inclusivity
- Maintains objectivity
- Positively promotes NAEP and the profession
- Dedicated and committed to the NAEP's mission and vision
- Demonstrates integrity

Interpersonal

- Exhibits strong networking and relationship building skills
- Operates as a team player
- Demonstrates strong and effective communication skills
- Encourages and promotes diversity, equity and inclusion

2) District Board Directors Criteria

- Possesses experience and familiarity with the role of a board of directors, leadership related to embracing/managing positive change, and policy implementation, promoting a culture of inquiry and communication
- Thinks strategically, globally and futuristically taking into account the needs of the entire membership, including competing factions/trends
- Identifies opportunities, addresses difficult issues and generates solutions
- Differentiates between organizational and professional issues



- Understands board-member-staff interrelationships
- Demonstrates meeting management and facilitation skills
- Demonstrates broad knowledge of the procurement profession
- Exhibits self-confidence with internal and external audiences

3) Functions

- Serves as a voting member of the Board of Directors. Attends all Board meetings
- Communicates with members and non-members to promote NAEP programs, services, and initiatives. Understand members and non-members needs and wants
- Attends Monthly Regional Leader Calls
- Monitors the strategic plan for relevance based on environmental trends and makes recommendations for modifications if needed
- Encourages and promotes diversity, equity and inclusion
- Facilitates productive resolution of conflict and consensus
- Take an active interest in membership to help achieve 100% retention (may include phone calls, exit interviews, outreach to non-member peers, etc)
- Send periodic communication to their districts via Circle.
- Communicates the Board's position on regional/district matters from board meetings and encourage regional concurrence; liaison with all members in their respective regions to represent their concerns in Board deliberations
- Actively promote membership in NAEP
- Educate and inform their region about educational procurement issues
- Encourage regional members to get involved and assume leadership roles
- Assist the chair by recommending nominations for representatives to standing or special committees
- Actively participate in the association's annual CEO evaluation, Board self-evaluation, and planning efforts
- Respect the confidentiality of board deliberations and information provided to the board.
- Mentor the new incoming district director right after the elections and at EPIC
- Performs other duties as may be assigned by the Chair

At the regional level, the District Director is encouraged to participate in or lead the following activities:

- Attend regional meetings in the district and present in the NAEP update at regional meetings
- Participate in the planning and recap sessions associated with the annual regional meeting



- Actively participate in regional membership activities to include, but not be limited to: identifying a regional membership contact, facilitating national and regional membership drives
- Assist in the identification/development/mentoring of potential leaders within the region
- Mentor regional officers
- Develop personal relationship with each regional president/chair in the district
- Facilitate District Meeting at EPIC with all district attendees
- Facilitate and communicate the nomination process for the District Director election process every fifth year
- Be an available resource to the district on behalf of NAEP