

NCURA Officer/Board Candidate Nomination Materials

All nominations and supporting materials from the nominees, as described below, must be received electronically on or before **March 9, 2012**. Please email nominations and supporting materials to nominations@ncura.edu.

Vice President / President Elect

Submission materials:

- Nomination letter (if not self nominated)
- Statement of up to three pages, single spaced, by the nominee that provides:
 - Why the nominee wishes to serve as Vice President/President Elect
 - Description of experience that qualifies the nominee for leadership in NCURA
- An outline of the nominee's overall vision for NCURA and his/her specific goals/objectives as they pertain to NCURA's overall strategic goals and what areas he/she would choose to concentrate on in order to achieve NCURA's goals. All candidates should be familiar with the NCURA Board of Directors' strategic goals located at http://www.ncura.edu/content/about_us/core_values_and_strategic_goals.php
- Current vitae/resume including one page that summarizes NCURA activities/service at both the regional and national levels, including elected and appointed positions, presentations, workshops, etc.
- Up to **three** letters (in addition to the nomination letter) of support from other NCURA members

At the end of the nomination period, these materials may be augmented by a phone call with the Nominating and Leadership Development Committee that will include a series of interview questions provided below.

NOTE: The Vice President / President Elect and President are not eligible for nomination for a Distinguished Service Award or an Outstanding Achievement in Research Administration Award during the term of his/her service.

At Large Member of the Board of Directors

Submission materials:

- Nomination letter (if not self nominated)
- Statement of up to two pages, single spaced, by the nominee that provides:
 - Why the nominee wishes to serve as an NCURA At-Large Member of the Board of Directors
 - Description of experience that qualifies the nominee for leadership in NCURA
 - Description of how the nominee's overall vision for NCURA compliments the NCURA Board of Directors' strategic goals (located at http://www.ncura.edu/content/about_us/core_values_and_strategic_goals.php)

- Description of three specific attributes of the nominee that would be an asset to the NCURA Board of Directors
- Current vitae/resume that highlights NCURA activities at a summarized level (e.g., each session taught should not be individually listed)
- Up to **two** letters (in addition to the nomination letter) of support from other NCURA members

At the end of the nomination period, these materials may be augmented by a phone call with the Nominating and Leadership Development Committee that will include a series of interview questions provided below.

Telephone Interview Questions

1. What qualities/attributes do you possess that you feel qualify you for this position?
2. Do you have the support of your institution to make this commitment, if nominated and elected to serve in this position?
3. If elected, what would you like to accomplish during your tenure?
4. How do you plan to manage the work this position requires as well as your institutional full time position?
5. For Vice President / President Elect nominations, which of the goals/objectives you listed in your nomination statement are you most passionate about, and why?
6. Why do you think you would be a good Vice President/President Elect/President, or Board Member, as appropriate?
7. What do you think is the biggest challenge in leading a volunteer organization like NCURA?
8. If there was one thing you could change (and/or retain) about our organization, what would that be?
9. What do you think are the biggest challenges facing NCURA in the next three to five years?