

**National Association of Black Accountants, Inc.
National or Regional Officer
Candidate Nomination Package**

Candidate Name (as it will appear on ballot): _____

Position Sought: _____

Chapter Affiliation: _____

Year joined NABA: _____

Certification (e.g., CPA, CMA, CIA, CFP): _____

License# _____ (Required) STATE _____

Advance Degree (e.g., MBA, MS, PhD): _____

[PLEASE ATTACH SUPPORTING DOCUMENTATION FOR THE ABOVE ADVANCE DEGREE(S)]

NABA Resume:

Attach your NABA resume using the NABA Resume guidance provided.

Professional Resume:

Attach your professional resume using the Professional Resume guidance provided.

NOMINEE (PLEASE PRINT)

NOMINATOR (PLEASE PRINT)

*NOMINEE (Signature) _____
DATE

**NOMINATOR (Signature) _____
DATE

(ALL SIGNATURES MUST BE ORIGINAL NOT ELECTRONIC PRODUCED)

PREFERRED CONTACT E-MAIL _____ PHONE _____

* A Nominee is limited to being nominated to one (1) position in each election cycle.

**Nominator must be a member in good standings.

Qualifications for Office

A current member in good standing is eligible to be nominated for a single position on the National Board of Directors subject to the qualifications below. All candidates must have experience relevant to NABA.

All candidates must attach a NABA and a professional resume to the Nomination Form that is submitted to the Nominating Committee. The Nominating Committee, in its evaluation of the candidates for the officers and director's positions, will take into consideration the criteria as outlined in the "Board of Directors Candidate Professional Attributes".

Chair of the Board of Directors (Chair)

- Minimum of fifteen (15) aggregate years of professional experience.
- Must have one or more certifications recognized by their profession and/or obtained an advanced study degree(s).

Vice Chair of the Board of Directors (Vice Chair)

- Minimum of fifteen (15) aggregate years of professional experience.
- Must have one or more certifications recognized by their profession and/or obtained an advanced study degree(s).

National Secretary, National Treasurer, and National Directors

- Minimum of twelve (12) aggregate years of professional experience.

Regional Presidents (Regional Director)

- Minimum of five (5) aggregate years a professional NABA member.
- Minimum of six (6) aggregate years of professional experience.
- At least:
 - Two (2) years as a chapter president or
 - Two (2) years as a regional officer or
 - Two (2) years as a member of the Board of Directors or
 - Three (3) years as an officer at the chapter level

Guidance for NABA Resume

There is no standard form for the preparation of a candidate's NABA resume. The candidate should provide sufficient information relative to their NABA experience for the Nomination Committee to assess the following:

1. Years of service, including in key positions;
2. Leadership positions held (attach relevant supporting documents for positions held);
3. Significant contributions to further NABA's mission; and
4. Any other pertinent NABA information that would assist the Nominating Committee in certifying your candidacy.

Guidance for Professional Resume

There is no standard form for the preparation of a candidate's professional resume. The candidate should provide sufficient information relative to their professional experience for the Nomination Committee to assess the following:

1. The years of experience as a supervisor and/or manager;
2. Some insight into the size of the organization; span of control, and level within the organization(s);
3. Acumen as it relates to Board of Directors Candidate Professional Attributes as outlined below; and
4. Any other pertinent information that would assist the Nominating Committee in certifying your candidacy.

Incumbent Evaluation

Each currently sitting Board Member, who is a candidate for re-nomination to the Board, must submit a self-evaluation, signed by the Chairman of the Board, covering their last term of service on the Board of Directors.

Board of Directors Candidate Professional Attributes

Definitions of Evaluation Criteria

Visionary – Has demonstrated a vision for the organization. Vision can be either original thinking or a ready grasp upon and support of the vision of others. Can imagine what is just beyond the horizon.

Leadership – Leads development of the vision; can articulate the vision and can convince others that working toward implementation of the vision is in the best interest of the organization. Services as a catalyst for positive change. Builds an effective team and gets the most from each team member in the attainment of business objectives. Demonstrates strong interpersonal skills. Leads by example.

Executive presence – Has a professional demeanor. Exudes confidence in their ability to communicate with senior level professionals. Possesses strong interpersonal skills. Is comfortable in large groups.

Communication – Demonstrates effective communication techniques (written and verbal). Listens effectively. Has the ability to effectively influence others for the attainment of NABA's goals. Displays a poised and self-confident demeanor. Expresses ideas articulately and succinctly.

Management – Demonstrated ability to effectively direct others in the attainment of the organization's objectives. Understands the end state. Plans and effectively executes to project completion.

Performance – Has a history of demonstrated delivery on NABA projects. Readily accepts responsibility and consistently delivers a high-quality product by the due dates or within reasonable timeframes.

Time commitment – Demonstrated commitment of sufficient time to work on NABA activities. Time commitment is both personal as well as some required time during normal business hours.

Business support – The individual's employer is supportive of his/her active participation in NABA. The employer demonstrates support by allowing him/her to regularly attend NABA meetings and functions, as needed. The employer embraces the organization's mission and goals through corporate support of NABA via student conferences, national conventions, chapter activities, national programs, etc.

Financial commitment – Has a financial stake in the organization beyond the payment of annual membership dues. Regularly supports the annual giving campaign, local chapter events, scholarships, etc. Provides self-support for attending NABA meetings when required.