



New England Child Life Professionals, Inc. Executive Board Nominations

The New England Child Life Professionals, Inc. seeks board members dedicated to providing professional development, networking and support opportunities to Child Life professionals. Board Members must live in New England, have the ability to attend regularly scheduled meetings and events (documented supervisor support required), and have demonstrated a commitment and interest in the Child Life profession.

The Board of Directors shall work to ensure the growth and progress toward all set goals and strategic plans, while safeguarding the group's reputation and credibility. If any role or responsibility is within question it will be subject to the control of the executive board.

Nominating Schedule & Process:

A nomination ballot will be emailed to all members in good standing by July 1st of each year to be returned to the Board of Directors within twenty-one (21) days. Nominees will be contacted by the Board to accept nomination and confirm support for participation from their immediate supervisor. The Board of Directors will then develop a slate of nominees. The slate of nominees may consist of one or more nominees for each of the Board positions to be elected. In addition, the slate so prepared, will provide each voting Member the option to write-in candidates. Voting on the slate of nominees will be through an email ballot and will be sent out on August 15th, to be returned by September 15th. Voting by proxy is not allowed. The ballots will be collected and tallied by a non-nominated Board Member. In the case of a tie, the three Board Members not up for elections will cast the deciding vote to determine the outcome. Announcement of new officers will take place in conjunction with the Annual Fall Conference.

The terms of office for each Executive Board Member shall be two years, from November 1st to October 31st. No Executive Board Member shall be eligible for immediate re-election to the same office after two (2) consecutive terms.

- The President, Secretary, and Member-at-Large (A) will be elected in even # years, such as 2020, 2022, etc.
- The Vice-President, Treasurer, and Member-at-Large (B) will be elected during odd # years, such as 2019, 2021, etc.

Positions, Roles & Responsibilities:

President -

- Shall support all the board members in achieving their tasks, while communicating on a regular basis to the board and group.
- Shall set the agendas for each meeting and preside over all Executive Board meetings.
- Shall address all concerns and suggestions presented by the group members.
- Shall oversee the nomination and voting process in odd numbered years, i.e. 2017, 2019.

Secretary -

- Shall record, manage and store all written documents produced by the meetings for the board and group.
- Shall be responsible for routine correspondence.
- Shall maintain an updated list of members and contact information.
- Shall publicize activities for the Association.
- Shall keep a file from each conference including: conference brochures, sign-in sheets, objectives, evaluations from each presentation and "Certificate of Completion" document for reference.
- Shall make available at the direction of the President, and at the expense of NECLP, Inc., copies of all or some of the recorded documents.
- Shall submit all appropriate documents and materials to the incoming Secretary when the term ends.

Member-At-Large (A) -

- Shall assist the Vice President in chairing the Annual conference.
- Shall assist Member-At-Large B in chairing the Child Life Month and any other educational opportunities. Shall coordinate all media needs for events.
- Shall submit all appropriate documents and materials to the incoming Member-At-Large (A) when the term ends.



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Executive Board Nomination Form

Please complete entire form.

Candidate Information:

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Phone: _____ Alternate Phone: _____

Email _____

Candidate's Job Information:

Position: _____ Department: _____
Organization Name: _____ City, State: _____

Work Phone: _____ Email: _____

Director's Name: _____ Director's Phone: _____

Director's Email _____

Nominator's Information:

Full Name: _____
Last *First* *M.I.*

Position/Title: _____ Organization Name: _____

Phone: _____ Email: _____

Relationship to Candidate: _____ How long have you known Candidate?: _____

Candidate Information

Please the position you are nominating yourself or an individual for. Describe why you are self-nominating or nominating this individual; please be specific and be sure to include information on why you believe this particular board position is the right fit for you or this individual: