



# NAGC BOARD POLICY

Policy Manual – 3.1

Last Modified: 12/5/18

<b>POLICY TITLE:</b>	<b>Officers and Directors, Description of Duties</b>	
<b>RESPONSIBILITY OF:</b>	<b>Governance Committee</b>	<b>APPROVED ON: 12/7/18</b>
<b>PREPARED BY:</b>	<b>Kirsch, Islas</b>	

## I. STATEMENT OF PURPOSE

This policy addresses the broad oversight roles of the officers of NAGC, and their relationship to one another. It builds closely on the language in NAGC regulations, and begins to address the specific accountability of each officer in the context of their contribution to the board as a whole.

## II. COMPOSITION OF THE BOARD

The Board shall consist of fourteen (14) voting Directors: four elected officers (the President the President-Elect, the Governance Secretary, and the Treasurer), four elected representatives (school/district representative, parent representative, network representative, and state representative), and six elected at-large members. The Past-President and Executive Director shall serve in an ex-officio role on the Board. Up to two additional nonvoting members may be appointed by the Board.

Officers of the Association and the Board of Directors will serve two-year terms. Non-officer Members of the Board of Directors will serve three-year terms. A non-officer Director who has served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board.

The President-Elect will be elected in odd-numbered years. The Treasurer and Governance Secretary will be elected in even-numbered years. Two at-large Board Members will be elected each year to maintain a total of six at-large Members of the Board.

Any regular member in good standing eligible to vote shall be eligible to hold office. The term of office shall commence on the first day of September following election. A budget for officers will be included in the annual budget of the Association. (*ref. Regulations, Article V*)

## III. REIMBURSEMENTS

NAGC officers and directors shall be reimbursed up to \$500 for each required Board meeting they attend. NAGC officers and directors may receive additional reimbursements for expenses related to special meetings and extended stays that are required for them to fulfill their responsibilities for the organization. NAGC officers and directors receive complimentary convention registration during their terms of office. Past presidents receive a lifetime membership in NAGC after their term of office has ended.

#### IV. GENERAL RESPONSIBILITIES

NAGC officers and directors agree to act in the best interests of NAGC and comply with all NAGC approved policies and procedures, including the code of conduct, whistle blower policy, and conflict of interest policy.

##### Description of Duties

President. It shall be the duty of the President to:

- Preside at all meetings of the Association.
- Act as Chairperson of the Board of Directors; develop board meeting agendas in consultation with executive director
- Obtain signing authority for major contracts and payments.
- Appoint all Board and organization committee and task force chairs and members with approval of the Board of Directors.
- Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.
- Lead the selection process for association editor, *Gifted Child Quarterly* editor, and other volunteer positions.
- Act as a spokesperson for and representative of the Association to other professional communities and organizations, government bodies, the press and media, and the general public.
- Write regular columns for NAGC publications as appropriate
- Provide overall leadership to the Association in accordance with its mission.
- Develop a set of presidential initiatives based on the NAGC Strategic Plan and work to enact them during the term of presidency.
- Prepare reports for the meetings of the Board of Directors.
- Identify and select the annual President's Award recipient.
- Recommend candidates for the Ann Isaacs award.

President-Elect. The President-Elect shall:

- Serve as Chair of the annual convention and the national convention program committee.
- Perform the duties of the president in the event of the absence or incapacity of the President.
- Fulfill other duties as assigned by the President or the Board of Directors.
- In the event of vacancy in the office of president, the vice president shall become the president and serve the unexpired portion of the president's term.
- Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.

Governance Secretary. The Governance Secretary shall:

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- Serve as the chair of the Governance Committee.
- Review and identify policy needs of the Association and work with various stakeholders to develop policy.
- Review and make recommendations to the Board of Directors regarding proposed changes to existing policy and or regulations and creation of new policy.
- Serve as association Parliamentarian.
- Identify and work with authors to develop position papers as directed by the Board of Directors.
- Monitor the success of the Board itself and conduct a board self-assessment periodically.
- Present a regular report to the Board on areas of responsibility.
- Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.

Treasurer. The Treasurer shall:

- Serve as Chair of the Finance and Audit Committee
- Obtain authority as an authorized signer on checks and contracts
- Create and maintain policies related to the budget, audit, investment, financial controls and fiscal management philosophies.
- Lead the Finance and Audit Committee in a review of any contracts for which the value is great than \$50,000; the contract spans multiple years and has a value of more than \$10,000 per year; the contract has financial implications of more than \$10,000 and was not included in the annual budget.
- Oversee, in consultation with staff, the budget development and monitoring process
- Prepare reports for the meetings of the Board of Directors on the status of the current budget, investments and any financial issues requiring Board review and/or approval.
- Meet annually—by phone or in person—with the NAGC auditor, without staff present.
- Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.
- Fulfill other duties as assigned by the President or Board of Directors.

Past President. At the expiration of two (2) years in office, the President shall automatically become Immediate Past President. The Immediate Past President shall:

- Serve as an ex-officio member of the Board.
- Serve as the chair of the elections committee.
- Oversee the annual evaluation of the Executive Director.
- Fulfill other duties as assigned by the President or Board of Directors.





# NAGC BOARD POLICY

Policy Manual – 3.2.1

Last Modified: 3/16/19

<b>POLICY TITLE:</b>	<b>Qualifications for Service: At-Large Candidates</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 3/16/19</b>
<b>PREPARED BY:</b>	<b>Kirsch</b>	

## I. STATEMENT OF PURPOSE

This policy defines the scope of an at-large position on the National Association for Gifted Children (NAGC) Board, the requirements for service, and the criteria by which nominees will be considered and evaluated.

## II. POLICY STATEMENT

In accordance with NAGC nomination and election procedures, NAGC voting members in good standing are invited to submit a nomination application for the six (6) At-Large Board Member positions.

## III. DEFINITIONS

### Tenure and Restrictions of Office

Successful candidates for the Board of Directors serve for three (3) years, beginning on September 1 of the year elected. Non-officer directors who have served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board. Past presidents may not run for the Board again at the conclusion of their term of office. Board members may not serve simultaneously on organization committees or in leadership positions for any NAGC Networks including chair or chair elect.

### Number of Positions

There are six (6) at-large board positions. Two at-large Board members will be elected each year to maintain a total of six at-large Members of the Board.

## IV. QUALIFICATIONS

The following qualifications are evaluated by the Elections Committee to develop a slate of at least two (2) candidates for each of the At-Large Board Member positions:

- Participation in and support of NAGC
- Nominee must be an NAGC member in good standing
- NAGC convention attendance

### 3.2.1

- Presentation at NAGC conventions
- NAGC committee participation
- Evidence of competency in gifted education
- Support of, and contributions to, the field of gifted education (e.g. books, monographs, creative contributions.)
- Demonstrated advocacy and leadership experience (e.g. starting a parent group, starting a local association for the gifted.)
- Other Board experience, examples of Board-level governance service, and financial management experience desirable.
- Agreement to abide by the Candidate Campaigning Policy 4.1 throughout the election cycle.

The Election Committee will also judge candidates for re-election to the board on:

- Accomplishments for the organization
- Evidence of meeting deadlines
- Responsiveness to communications regarding board issues (e.g. voting, program feedback)

#### **V. RESPONSIBILITIES**

- Participate in the development and annual monitoring of NAGC's strategic plan;
- Exercise fiduciary responsibility for the fiscal health of the organization;
- Attend three (3) NAGC Board meetings per year; one in early fall, one at the annual convention each November, and the other usually scheduled in conjunction with the affiliate conference in March. Expenses for Board meetings are eligible for some reimbursement upon presentation of original receipts;
- Serve on at least one Board Committee at the request of the President;
- Represent the best interests of the organization on all issues raised in Board meetings, based on careful analysis of agendas and supporting material;
- Know and uphold the regulations, policies, and procedures of the organization;
- Represent NAGC positions to individuals and groups with whom the Board member interacts (e.g. open doors to potential donors, make visits, or identify key alliance partners);
- Adhere to conflict of interest policy of NAGC;
- Agree to refrain from simultaneous service on Organizational Committees for the duration of the term of office;
- Make an annual cash or in-kind contribution to NAGC during the term of office;
- Make up to two (2) presentations each year to relevant groups on behalf of the organization as part of the Expert Speakers Program (ESP); and,
- Recruit new members for the organization.

#### **VI. NOMINATION APPLICATION CONTENT**

### 3.2.1

All candidates must submit the information outlined below, in the format designated by the Elections Committee which will constitute the nomination application:

- Demographic Information (Name, home address, phone, e-mail address, and current position)
- Resume, CV, or statement that includes educational background, career highlights and history, leadership activities, and details of NAGC participation
- Biography (word maximum, as designated) that provides NAGC members information regarding your background, experience, and qualifications for the specific NAGC Board position
- Personal Statement (word maximum, as designated) that informs NAGC members why you want to serve NAGC and support the mission of the organization
- Responses to three mission-related questions provided by the Leadership Development Committee (word maximum, as designated)
- One (1) digital photograph

Note: The Elections committee reserves the right to edit any documents submitted as part of the nomination application to meet space requirements on the official NAGC ballot

## VII. REMOVAL

Board Members may be removed for cause only. By petition of a majority of the members of the Board of Directors, the Board may consider removing any Board Member. Upon receipt of such a petition, the President shall convene the Board to conduct a hearing on the matter. The Board Member who is charged may also make a defense statement to the assembled Board and/or be represented by counsel at his/her own expense. At least two-thirds of the Board members must be present at the hearing. The Board will render its decision in writing at the close of the special meeting, unless the Board determines by a vote of those present that further investigation is necessary. The Board need only state a general reason for removal in its written decision, which should remain confidential. Only those Board Members who are present for the hearing will be eligible to vote. The vote for removal must be approved by two-thirds of the members of the Board who are present at the special meeting.







# NAGC BOARD POLICY

Policy Manual – 3.2.2

Last Modified: 11/14/18

<b>POLICY TITLE:</b>	<b>Qualifications for Service: School/District Representative Candidates</b>	
<b>RESPONSIBILITY OF:</b>	<b>Elections Committee</b>	<b>APPROVED ON: 3/16/19</b>
<b>PREPARED BY:</b>	<b>Kirsch</b>	

## I. STATEMENT OF PURPOSE

This policy defines the scope of a school/district representative position on the National Association for Gifted Children (NAGC) Board, the requirements for service, and the criteria by which nominees will be considered and evaluated.

## II. POLICY STATEMENT

In accordance with NAGC nomination and election procedures, NAGC voting members in good standing are invited to submit a nomination application for the one (1) School/District Representative Board Member position.

## III. DEFINITIONS

### Tenure and Restrictions of Office

Successful candidates for the Board of Directors serve for three (3) years, beginning on September 1 of the year elected. Non-officer directors who have served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board. Past presidents may not run for the Board again at the conclusion of their term of office. Board members may not serve simultaneously on organization committees or in leadership positions for any NAGC Networks including chair or chair elect.

### Number of Positions

There is one (1) school/district representative board position elected every three (3) years.

## IV. QUALIFICATIONS

The following qualifications are evaluated by the Elections Committee to develop a slate of at least (2) candidates for this position:

- Participation in and support of NAGC
- Nominee must be an NAGC member in good standing
- Nominee must currently be a full time PreK-12 school/district employee (i.e., classroom teacher, coordinator of gifted and talented, director of curriculum and instruction, etc.)
- Nominee must have been an active member of NAGC or an affiliate for at least three (3) years
- Active in an NAGC network, committee, or state affiliate Board of Directors
- Agreement to abide by the Candidate Campaigning Policy 4.1 throughout the election cycle.

The Election Committee will also judge candidates for re-election to the board on:

- Accomplishments for the organization
- Evidence of meeting deadlines
- Responsiveness to communications regarding board issues (e.g. voting, program feedback)

## **V. RESPONSIBILITIES**

- Participate in the development and annual monitoring of NAGC's strategic plan;
- Exercise fiduciary responsibility for the fiscal health of the organization;
- Attend three (3) NAGC Board meetings per year; one in early fall, one at the annual convention each November, and the other usually scheduled in conjunction with the affiliate conference in March. Expenses for Board meetings are eligible for some reimbursement upon presentation of original receipts;
- Serve on at least one Board Committee at the request of the President;
- Represent the best interests of the organization on all issues raised in Board meetings, based on careful analysis of agendas and supporting material;
- Know and uphold the regulations, policies, and procedures of the organization;
- Represent NAGC positions to individuals and groups with whom the Board member interacts (e.g. open doors to potential donors, make visits, or identify key alliance partners);
- Adhere to conflict of interest policy of NAGC;
- Agree to refrain from simultaneous service on Organizational Committees for the duration of the term of office;
- Make an annual cash or in-kind contribution to NAGC during the term of office;
- Make up to two (2) presentations each year to relevant groups on behalf of the organization for no fee; and,
- Recruit new members for the organization.

## **VI. NOMINATION APPLICATION**

All candidates must submit the information outlined below, in the format designated by the Elections Committee, which will constitute the nomination application:

- Demographic Information (Name, home address, phone, e-mail address, and current position)
- Resume, CV, or statement that includes educational background, career highlights and history, leadership activities, and details of NAGC participation
- Biography (word maximum, as designated) that provides NAGC members information regarding your background, experience, and qualifications for the specific NAGC Board position
- Personal Statement (word maximum, as designated) that informs NAGC members why you want to serve NAGC and support the mission of the organization
- Responses to three mission-related questions provided by the Leadership Development Committee (word maximum, as designated)
- Two (2) letters of support from, for example, NAGC leadership, state affiliate officer, division chair, or other individual who will attest to their accomplishments for NAGC. Signed letters sent via e-mail will be accepted.
- One (1) digital photograph

Note: The Elections committee reserves the right to edit any documents submitted as part of the nomination application to meet space requirements on the official NAGC ballot

## **VII. REMOVAL**

Board Members may be removed for cause only. By petition of a majority of the members of the Board of Directors, the Board may consider removing any Board Member. Upon receipt of such a petition, the President shall convene the Board to conduct a hearing on the matter. The Board Member who is charged may also make a defense statement to the assembled Board and/or be represented by counsel at his/her own expense. At least two-thirds of the Board members must be present at the hearing. The Board will render its decision in writing at the close of the special meeting, unless the Board determines by a vote of those present that further investigation is necessary. The Board need only state a general reason for removal in its written decision, which should remain confidential. Only those Board Members who are present for the hearing will be eligible to vote. The vote for removal must be approved by two-thirds of the members of the Board who are present at the special meeting.





# NAGC BOARD POLICY

Policy Manual – 3.2.3

Updated: 11/14/18

<b>POLICY TITLE:</b>	<b>Qualifications for Service: State Representative Candidates</b>	
<b>RESPONSIBILITY OF:</b>	<b>Elections Committee</b>	<b>APPROVED ON: 3/16/19</b>
<b>PREPARED BY:</b>	<b>Kirsch</b>	

## I. STATEMENT OF PURPOSE

This policy defines the scope of a state representative position on the National Association for Gifted Education (NAGC) Board, the requirements for service, and the criteria by which nominees will be considered and evaluated.

## II. POLICY STATEMENT

In accordance with NAGC nomination and election procedures, NAGC voting members in good standing are invited to submit a nominations application for the State Representative Board Member position.

## III. DEFINITIONS

### Tenure and Restrictions of Office

Successful candidates for the Board of Directors serve for three (3) years, beginning on September 1 of the year elected. Non-officer directors who have served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board. Past presidents of NAGC may not run for the Board again at the conclusion of their term of office. Board members may not serve simultaneously on organization committees or in leadership positions for any NAGC Networks including chair or chair elect.

### Number of Positions

There is one (1) state representative board position elected every three (3) years.

## IV. QUALIFICATIONS

The following qualifications are evaluated by the Elections Committee to develop slate of at least (2) candidates for this position.

### 1. Essential qualifications:

- NAGC member in good standing
- Experience with gifted children in any setting as a teacher and/or administrator
- Five years of progressively increasing leadership experience in an NAGC recognized State Affiliate group OR currently employment as a State Director or State Consultant of Gifted Education with at least two years in the role

2. Preferred qualifications:
  - Documented service as an officer, committee chair or employee within a State Affiliate group
  - Evidence of advocacy activity on behalf of gifted children at any level
  - Experience organizing others to support gifted education policies and practices (e.g. head of a local parent group)
  - Demonstrated ability to work collaboratively within an organization and across organization
  - NAGC Convention attendance
  - NAGC Committee participation
  - Evidence of competency in gifted education
  - Familiarity with governance and finance issues
  - Leadership experience outside of gifted education
3. Agreement to abide by the Candidate Campaigning Policy 4.1 throughout the election cycle.

The Elections Committee will also judge candidates for re-election to the board on

- Accomplishments for the organization
- Evidence of meeting deadlines
- Responsiveness to communications regarding board issues (e.g. voting, program feedback, etc.)

## **V. RESPONSIBILITIES**

- Participate in the development and annual monitoring of NAGC's strategic plan;
- Exercise fiduciary responsibility for the fiscal health of the organization;
- Attend three (3) NAGC Board meetings per year: one in early fall, one at the annual convention each November, and the other usually scheduled in conjunction with the Affiliate Conference in March. Expenses for Board meetings are eligible for some reimbursement upon presentation of original receipts;
- Serve on at least one Board Committee at the request of the President;
- Represent the best interests of the organization on all issues raised in Board meetings, based on careful analyses of agendas and supporting materials;
- Know and uphold the regulations, policies, and procedures of the organization;
- Represent NAGC positions to individuals and groups with whom the Board member interacts (e.g. open doors to potential donors, make visits, or identify key alliance partners);
- Adhere to conflict of interest policy of NAGC;
- Agree to refrain from simultaneous service on Organizational Committees for the duration of the term of office;
- Make an annual cash or in-kind contribution to NAGC during the term of office;
- Make up to two (2) presentations each year to relevant groups on behalf of the organization as part of the Expert Speakers Program (ESP); and,
- Recruit new members for the organization.

## **VI. NOMINATION APPLICATION**

All candidates must submit the information outlined below, in the format designated by the Elections Committee which will constitute the nomination application.

- Demographic Information (Name, home address, phone, e-mail address, and current position)
- Resume, CV, or statement that includes educational background, career highlights and history, leadership activities, and details of NAGC participation
- Biography (word maximum, as designated) that provides NAGC members information regarding your background, experience, and qualifications for the specific NAGC Board position
- Personal Statement (word maximum, as designated) that informs NAGC members why you want to serve NAGC and support the mission of the organization
- Responses to three mission-related questions provided by the Leadership Development Committee (word maximum, as designated)
- Two (2) letters of support from, for example, NAGC leadership, state affiliate officer, state agency representative, or other individual who will attest to their accomplishments on behalf of gifted children. Signed letters sent via e-mail will be accepted.
- One (1) digital photograph

Note: The Elections committee reserves the right to edit any documents submitted as part of the nomination application to meet space requirements on the official NAGC ballot

## **VII. REMOVAL**

Board Members may be removed for cause only. By petition of a majority of the members of the Board of Directors, the Board may consider removing any Board Member. Upon receipt of such a petition, the President shall convene the Board to conduct a hearing on the matter. The Board Member who is charged may also make a defense statement to the assembled Board and/or be represented by counsel at his/her own expense. At least two-thirds of the Board members must be present at the hearing. The Board will render its decision in writing at the close of the special meeting, unless the Board determines by a vote of those present that further investigation is necessary. The Board need only state a general reason for removal in its written decision, which should remain confidential. Only those Board Members who are present for the hearing will be eligible to vote. The vote for removal must be approved by two-thirds of the members of the Board who are present at the special meeting.







# NAGC BOARD POLICY

Policy Manual – 3.2.4

Last Modified: 11/14/18

<b>POLICY TITLE:</b>	<b>Qualifications for Service: Network Representative Candidates</b>	
<b>RESPONSIBILITY OF:</b>	<b>Elections Committee</b>	<b>APPROVED ON: 3/16/19</b>
<b>PREPARED BY:</b>	<b>Kirsch</b>	

## I. STATEMENT OF PURPOSE

This policy defines the scope of a network position on the National Association for Gifted Children (NAGC) Board, the requirements for service, and the criteria by which nominees will be considered and evaluated.

## II. POLICY STATEMENT

In accordance with NAGC nomination and election procedures, NAGC voting members in good standing are invited to submit a nomination application for the Network Board Member position.

## III. DEFINITIONS

### Tenure and Restrictions of Office

Successful candidates for the Board of Directors serve for three (3) years, beginning on September 1 of the year elected. Non-officer directors who have served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board. Past presidents may not run for the Board again at the conclusion of their term of office. Board members may not serve simultaneously on organization committees or in leadership positions for any NAGC Networks including chair or chair elect.

### Number of Positions

There is one (1) network representative Board position elected every three (3) years.

## IV. QUALIFICATIONS

The following qualifications are evaluated by the Elections Committee to develop a slate of candidates for this position:

### 1. Essential qualifications:

- Nominee must be an NAGC member in good standing
- Member for at least three years in at least one Network
- Documented service as a Network officer or other leadership position within the

## VI. NOMINATION APPLICATION

All candidates must submit the information outlined below, in the format designated by the Elections Committee which will constitute the nominations application:

- Demographic Information (Name, home address, phone, e-mail address, and current position)
- Resume, CV, or statement that includes educational background, career highlights and history, leadership activities, and details of NAGC participation
- Biography (word maximum, as designated) that provides NAGC members information regarding your background, experience, and qualifications for the specific NAGC Board position
- Personal Statement (word maximum, as designated) that informs NAGC members why you want to serve NAGC and support the mission of the organization
- Responses to three mission-related questions provided by the Leadership Development Committee (word maximum, as designated)
- Two (2) letters of support from, for example, NAGC leadership, state affiliate officer, network chair, or other individual who will attest to their accomplishments for NAGC. Signed letters sent via e-mail will be accepted.
- One (1) digital photograph

Note: The Elections committee reserves the right to edit any documents submitted as part of the nomination application to meet space requirements on the official NAGC ballot

## VII. REMOVAL

Board Members may be removed for cause only. By petition of a majority of the members of the Board of Directors, the Board may consider removing any Board Member. Upon receipt of such a petition, the President shall convene the Board to conduct a hearing on the matter. The Board Member who is charged may also make a defense statement to the assembled Board and/or be represented by counsel at his/her own expense. At least two-thirds of the Board members must be present at the hearing. The Board will render its decision in writing at the close of the special meeting, unless the Board determines by a vote of those present that further investigation is necessary. The Board need only state a general reason for removal in its written decision, which should remain confidential. Only those Board Members who are present for the hearing will be eligible to vote. The vote for removal must be approved by two-thirds of the members of the Board who are present at the special meeting.

- network structure
  - Demonstrated experience as a strong facilitator, communicator, and consensus builder
  - Experience with gifted children in any setting
2. Preferred qualifications:
    - Familiarity with governance and finance issues
    - Knowledge of, and comfort with, technology
    - Leadership experience outside the field of gifted education
  3. Agreement to abide by the Candidate Campaigning Policy 4.1 throughout the election cycle.

The Election Committee will also judge candidates for re-election to the board on:

- Accomplishments for the organization
- Evidence of meeting deadlines
- Responsiveness to communications regarding board issues (e.g. voting, program feedback)

## V. RESPONSIBILITIES

- Participate in the development and annual monitoring of NAGC's strategic plan;
- Exercise fiduciary responsibility for the fiscal health of the organization;
- Attend three (3) NAGC Board meetings per year; one in early fall, one at the annual convention each November, and the other usually scheduled in conjunction with the affiliate conference in March. Expenses for Board meetings are eligible for some reimbursement upon presentation of original receipts;
- Serve on at least one Board Committee at the request of the President;
- Represent the best interests of the organization on all issues raised in Board meetings, based on careful analysis of agendas and supporting material;
- Know and uphold the regulations, policies, and procedures of the organization;
- Represent NAGC positions to individuals and groups with whom the Board member interacts (e.g. open doors to potential donors, make visits, or identify key alliance partners);
- Adhere to conflict of interest policy of NAGC;
- Agree to refrain from simultaneous service on Organizational Committees for the duration of the term of office;
- Make an annual cash or in-kind contribution to NAGC during the term of office;
- Make up to two (2) presentations each year to relevant groups on behalf of the organization as part of the Expert Speakers Program (ESP); and,
- Recruit new members for the organization.





# NAGC BOARD POLICY

Policy Manual – 3.2.5

Revised: 11/14/18

<b>POLICY TITLE:</b>	<b>Qualifications for Service: Parent Representative Candidates</b>	
<b>RESPONSIBILITY OF:</b>	<b>Elections Committee</b>	<b>APPROVED ON: 3/16/19</b>
<b>PREPARED BY:</b>	<b>Kirsch</b>	

## I. STATEMENT OF PURPOSE

This policy defines the scope of a parent representative position on the National Association for Gifted Children (NAGC) Board, the requirements for service, and the criteria by which nominees will be considered and evaluated.

## II. POLICY STATEMENT

In accordance with NAGC nomination and election procedures, NAGC voting members in good standing are invited to submit a nomination application for the Parent Representative Board Member position.

## III. DEFINITIONS

### Tenure and Restrictions of Office

Successful candidates for the Board of Directors serve for three (3) years, beginning on September 1 of the year elected. Non-officer directors who have served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board. Past presidents may not run for the Board again at the conclusion of their term of office. Board members may not serve simultaneously on organization committees or in leadership positions for any NAGC Networks including chair or chair elect.

### Number of Positions

There is one (1) parent representative board position elected every three (3) years.

## IV. QUALIFICATIONS

The following qualifications are evaluated by the Elections Committee to develop a slate of at least (2) candidates for this position.

### 1. Essential qualifications:

- NAGC member in good standing
- Member for at least 3 years in a local, district or state parent or advocacy group or NAGC recognized State Affiliate organization
- Documented service as an officer or other leadership position within a state or local (school, school district or regional ) advocacy or parent group, or State Affiliate
- Experience with gifted children in any setting

2. Preferred qualifications:
  - Experience organizing others to support gifted education policies and practices (e.g. active involvement in some aspect of a local parent group)
  - Evidence of advocacy activity on behalf of gifted children at any level
  - NAGC Convention attendance
  - NAGC Committee participation
  - Evidence of competency in gifted education
  - Familiarity with governance and finance issues
  - Leadership experience outside of gifted education
3. Agreement to abide by the Candidate Campaigning Policy 4.1 throughout the election cycle.

The Elections Committee will also judge candidates for re-election to the board on

- Accomplishments for the organization
- Evidence of meeting deadlines
- Responsiveness to communications regarding board issues (e.g. voting, program feedback, etc.)

#### **V. RESPONSIBILITIES**

- Participate in the development and annual monitoring of NAGC's strategic plan;
- Exercise fiduciary responsibility for the fiscal health of the organization;
- Attend three (3) NAGC Board meetings per year: one in early fall, one at the annual convention each November, and the other usually scheduled in conjunction with the Affiliate Conference in March. Expenses for Board meetings are eligible for some reimbursement upon presentation of original receipts;
- Serve on at least one Board Committee at the request of the President;
- Represent the best interests of the organization on all issues raised in Board meetings, based on careful analyses of agendas and supporting materials;
- Know and uphold the regulations, policies, and procedures of the organization;
- Represent NAGC positions to individuals and groups with whom the Board member interacts (e.g. open doors to potential donors, make visits, or identify key alliance partners);
- Adhere to conflict of interest policy of NAGC;
- Discouraged from simultaneous service on organizational committees for the duration of the term of office;
- Make an annual cash or in-kind contribution to NAGC during the term of office;
- Recruit new members for the organization.

#### **VI. NOMINATION APPLICATION**

All candidates must submit the information outlined below, in the format designated by the Elections Committee which will constitute the nomination application:

- Demographic Information (Name, home address, phone, e-mail address, and current position)

### 3.2.5

- Resume, CV, or statement that includes educational background, career highlights and history, leadership activities, and details of NAGC participation
- Biography (word maximum, as designated) that provides NAGC members information regarding your background, experience, and qualifications for the specific NAGC Board position
- Personal Statement (word maximum, as designated) that informs NAGC members why you want to serve NAGC and support the mission of the organization
- Responses to three mission-related questions provided by the Leadership Development Committee (word maximum, as designated)
- Career highlights and history
- Education
- Description of NAGC participation (include conventions attended, presentations, committee/affiliate work and accomplishments.
- Significant leadership and/or advocacy activities (local/state affiliate or national) including committee positions and other service provided to gifted related organizations.
- Two (2) letters of support from, for example, NAGC leadership, state affiliate officer, state agency representative, or other individual who will attest to their accomplishments on behalf of gifted children. Signed letters sent via e-mail will be accepted.
- One (1) digital photograph

Note: The Elections committee reserves the right to edit any documents submitted as part of the nomination application to meet space requirements on the official NAGC ballot

## VIII. REMOVAL

Board Members may be removed for cause only. By petition of a majority of the members of the Board of Directors, the Board may consider removing any Board Member. Upon receipt of such a petition, the President shall convene the Board to conduct a hearing on the matter. The Board Member who is charged may also make a defense statement to the assembled Board and/or be represented by counsel at his/her own expense. At least two-thirds of the Board members must be present at the hearing. The Board will render its decision in writing at the close of the special meeting, unless the Board determines by a vote of those present that further investigation is necessary. The Board need only state a general reason for removal in its written decision, which should remain confidential. Only those Board Members who are present for the hearing will be eligible to vote. The vote for removal must be approved by two-thirds of the members of the Board who are present at the special meeting.







# NAGC BOARD POLICY

3.2.6

Last Modified: 3/18/12

<b>POLICY TITLE:</b>	<b>Appointed Board Members</b>	
<b>RESPONSIBILITY OF:</b>	<b>Governance Secretary</b>	<b>APPROVED ON: 03/13/12</b>
<b>PREPARED BY:</b>	<b>K. Stephens</b>	<b>REVIEWED: 3/12</b>

## I. STATEMENT OF PURPOSE

This policy defines the qualifications and scope of expertise required for appointed members to the Board of Directors of NAGC and the process by which candidates will be identified and appointed. The purpose and need for such appointments is to ensure that the Board of Directors of NAGC includes diverse stakeholders, has expertise in addition to and outside of the field of gifted education appropriate to the strategic emphasis and goals of the organization, and develops new leaders and advocates for gifted education. Examples of possible candidates for appointed board positions include individuals from business, experts in other fields of education, experts in foundation relations or fund raising.

## II. POLICY STATEMENT

The President, with appropriate input from organization committees and staff, may appoint additional members to the Board of Directors.

## III. DEFINITIONS

### Tenure of Office

Appointed members of the Board shall serve staggered two-year terms.

### Privileges

Appointed members will serve in an ex officio capacity and shall not have voting privileges. Up to two nonvoting members may be appointed by the Board of Directors.

## IV. QUALIFICATIONS

Qualifications of appointed board members shall include:

- Demonstrated or articulated support of the mission and goals of the National Association for Gifted Children.
- Membership in a stakeholder or constituency group under-represented in the current board members and/or evidence of expertise or leadership in an area deemed important to the accomplishment of the current strategic goals of the organization.
- Strong communication skills, demonstrated ability to work collaboratively with others, and previous Board-level governance experience desirable

## **V. PROCESS OF APPOINTMENT**

The Board of Directors shall determine at the March meeting, prior to June elections, the qualifications and nature of expertise needed in appointed board members, based on the organizations' strategic goals and current priorities. After the election results are known each year, candidates for the appointed board member position may be recommended by the president with input from appropriate organization committees and staff. Recommended candidates shall be presented by the president to the board for consideration at the September board meeting. Following approval by the board, the appointed member will take office immediately (November board meeting).

## **VI. RESPONSIBILITIES**

Appointed board member duties and responsibilities are assigned at the discretion of the President and board, and tailored to the appointed member's area of expertise. Some responsibilities typically assigned to an appointed board member include:

- Attendance at Board meetings
- Service on a Board Committee
- Participation in the development and annual monitoring of NAGC's strategic plan
- Representing NAGC Positions and best interests of the organization to individuals and groups with whom the Board member interacts
- Recruiting new members for the organization

Appointed Board members are REQUIRED to:

- Know and uphold the regulations and policies of the organization
- Represent the best interests of the organization on all issues raised in Board meetings, based on careful analyses of agendas and supporting materials
- Fulfill other duties as determined by the President

## **VII. APPLICATION FORMAT**

All candidates must submit a letter stating their willingness to serve on the Board of Directors and understanding of the roles and responsibilities of NAGC board members.

## **VIII. ACTIVITIES OF CANDIDATES**

Appointment to serve in this association is based on the NAGC board's evaluation of a candidate's ability to provide leadership in the affairs of NAGC. Candidates and their supporters are encouraged not to engage in any organized effort to promote a candidacy.