



N.H. Association of Special Education Administrators

Jane Bergeron-Beaulieu, Executive Director
Denise Lavoie, Administrative Assistant

NHASEA CALL FOR NOMINATIONS BOARD OF DIRECTORS

The NHASEA Nominating Committee is pleased to announce the Call for Nominations for the Board of Directors (BOD). The call for nominations is now open and the committee is seeking four members at large. The terms of office are as follows: one (1) one-year term and three (3) three-year terms. Service on the NHASEA Board of Directors is an opportunity to help drive the future of the organization and is also a chance to grow personally and professionally. If you are interested in developing your skills, expanding your professional network and supporting NHASEA, please consider submitting your nomination or that of an NHASEA colleague. Ideally, NHASEA would like to have BOD representation for each geographic region, and for the 2019 elections would encourage nominations from the North Country, Private Providers, South West Region and the South East Region (which is the Seacoast). The roles and responsibilities of NHASEA BOD Members are attached with this Call for Nominations. Time commitment does include attending monthly BOD meetings, monthly association meetings, and serving on one of the NHASEA standing committees.

If you are interested in helping to lead NHASEA as a Board Member at Large, please do consider nominating yourself or one of your colleagues. Anyone that is nominated must be a member of NHASEA. A nomination form is attached, along with NHASEA BOD Role Description.

The completed nomination packet should be forwarded to Denise Lavoie, NHASEA Administrative Assistant, 25 Triangle Park Drive, #103, Concord, NH 03301 or email to dlavoie@nhasea.org or fax to 603-224-0684. **Deadline: April 30, 2019**

NHASEA Mission: A voice for equity and excellence in the education of students with exceptional needs.

NHASEA Vision: Promoting high quality education and leadership through professional learning, strong partnerships, and the pursuit of solutions to complex challenges within a diverse educational community.

25 Triangle Park Drive, #103
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NHASEA Board of Director Responsibilities

The Basics: 3 Primary Legal Duties

The Duty of Care: Take care of NHASEA by ensuring prudent use of all assets, including its members, employees, facilities, etc.

The Duty of Loyalty: Ensure that NHASEA's activities and transactions are first and foremost, advancing its mission: recognize and disclose conflicts of interest, make decisions that are in the best interest of NHASEA, not in the best interest of the individual board member or the district/school in which they might be employed.

The Duty of Obedience: Ensure that NHASEA obeys applicable laws and regulations, follows its own bylaws and that the organization adheres to its stated nonprofit purpose/mission.

Overall Description of NHASEA Board of Directors:

1. Is a member of NHASEA
2. Serves as advisor to the Executive Director
3. Assists in setting goals/priorities for NHASEA
4. Serves on at least one NHASEA Standing Committee (i.e., legislative, conference planning, finance, public relations, etc.)
5. Attends monthly Board of Director Meetings and monthly NHASEA Member Meetings (typically the 3rd Friday of every month)
6. Attend Board of Director Retreat
7. Reviews and approves annual NHASEA Budget
8. Contributes to the annual performance review of the Executive Director
9. Represents NHASEA at regional meetings and acts as an ambassador for the organization
10. Provides guidance in the planning and implementation of NHASEA Professional Development offerings

Qualifications:

Ideal NHASEA Board of Director Candidates will have:

- Experience in the field of special education administration
- Professional commitment to NHASEA
- Natural affinity for cultivating relationships
- Personal qualities of integrity, credibility and supporting the regional membership of NHASEA

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NOMINATION FORM
NHASEA Board of Directors, Member at Large
April 1, 2019 – April 30, 2019

Date: _____

To: NHASEA Nominating Committee
RE: Board of Director Position, Member at Large

Please consider the following as a candidate for the NHASEA Board of Directors – Member at Large position (check one of the following (check one))

_____ Member at Large, One (1) Year Term (July 1, 2019 - June 2020)

_____ Member at Large, Three (3) Year Term (July 1, 2019 - June 2022)

Name of Person Being Nominated: _____

Current Title/Position of Nominee: _____

Geographic Region Represented: _____

School District/SAU/Private Special Education School: _____

Work Address: _____ City: _____ Zip Code: _____

Work Phone: _____ Email address: _____

Please submit the following supporting documentation:

1. Brief Professional Bio: No more than two paragraphs.
2. Submit brief statement as to why you would like to serve on the NHASEA Board of Directors, contributions you have made to NHASEA and standing committee along with any unique skills/expertise that you would bring to the Board and the Association.

Deadline for all Applications/Nominations is April 30, 2019

Submit Nominations to: Denise Lavoie, NHASEA Administrative Assistant, 25 Triangle Park Drive, #103, Concord, NH 03301, Fax: 224-0684

dlavoie@nhasea.org