**Nominees sought** **for the following offices:\***

* **President Elect**

One-year term (3-year Board of Directors commitment, automatically transitioning to President and Past President in subsequent two years)

* **Secretary**

One-year term

* **Treasurer**

Two-year term

* **Northeast Region Representative**

Two-year term

* **Southern Region Representative**

Two-year term

\*Western, Northcentral, 1890 and 1994 Representatives are not up for election in 2017.

**Nomination process:**

1. Nominations will be accepted until November 10, 2017.
2. Submit [**nominations online**](https://uaex.co1.qualtrics.com/SE/?SID=SV_9AkrK524yvQEQ8l&Q_JFE=0) (preferred) or email to Kelly Nix–Nominations Committee Chair at Kelly.Nix@mail.wvu.edu no later than **November 10, 2017, 5:00 pm EST**. Please include **NACDEP Nomination** in the subject line. Nominations must include the following:
	1. Name of person making nomination
	2. University affiliation of person making nomination
	3. Office for which you are making a nomination
	4. Name of nominee
	5. University affiliation of nominee
	6. Job title of nominee
	7. Email of nominee
	8. Phone number of nominee
	9. Biosketch of nominee (250 words or less)
	10. Description of previous NACDEP-related leadership and service
3. All nominees **AND** nominators must be life or active members at the time of nomination.
4. Nominators of regional representative candidates must come from that region; any active or life member may nominate candidates for President-Elect, Secretary and Treasurer.
5. Nominations are managed by the Nominations Committee Chair, Kelly, with assistance from the 2017 Nominations Committee. Ballot and election processes are managed by the Secretary, Suzette Barta, and Association Manager, Ricky Atkins.
6. Ballot period will be **November 13, 2017 through December 13, 2017** with results reported to the NACDEP membership the following week. Officers will be installed at annual business meeting during the NACDEP Conference - June 10-13, 2018.

**What do they do?**

All members of the NACDEP Board of Directors attend monthly web-based board meetings, the annual conference (including pre- and post-conference meetings), and an annual in-person board meeting held in the fall. The following provides an overview of each position. See NACDEP Bylaws and Policies & Procedures for more complete information at <http://www.nacdep.net/policies-procedures>.

**President Elect** assists the President in performance of duties, stands in for the President as needed, and acts as co-chair of the NACDEP Annual Conference planning committee.  The President Elect succeeds to the office of President and then Past President for a total of three years on the Board of Directors. The President Elect also serves on the Joint Council of Extension (JCEP) Board of Directors for three years simultaneous to his/her term for NACDEP. Travel support for JCEP meetings is available.

**Secretary** serves as the custodian of NACDEP records and documents. He/she records minutes, ensures document accuracy, serves on the Resolution and Policies Committee, and oversees election of officers. The Secretary works closely with the association management firm in the performance of these duties.

**Treasurer** oversee the organizations finances and authorizes all expenditures, insuring that expenditures are appropriate and within budget. He/she serves as a liaison to the Finance Committee. The Treasurer works closely with the association management firm in the performance of these duties.

**Regional Representatives** represent their region/system to the NACDEP Board of Directors. Responsibilities include chairing regional meetings held at the annual conference; regular communications with the members they represent; coordination with NACDEP committees, including Recognition, Nominations, Marketing, and Member Services, and supporting existing and potential state and local chapters.

**[Link to Online Nominee Application Form](https://wvu.qualtrics.com/jfe/form/SV_4Z3PJxUEA8PbTZr)**