

**VSLA Board of Directors Nomination Packet**

**A complete Nomination Packet must include the following items:**

* Nomination Declaration Form
* Candidate Vitae
	+ Education
	+ Current Position/School Division
	+ Local Inservice/Workshop Presentation
	+ State and Regional Inservice/Workshop Presentation
	+ Professional Organization Membership
	+ Local Chapter/State Literacy Association Leadership Opportunities
	+ Professional Service/Leadership Experience
		- State
		- Local Community
		- Planning Committees
		- Volunteer
* Candidate Statement to include the following:
	+ Goals for VSLA
	+ Contributions you will make if elected

**The complete Nomination Packet must be e-mailed no later than January 20, 2023 to:**

**Anne Perdue**

**anne.perdue@vslatoday.org**



**Candidate Declaration Form**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am applying for the Virginia State Literacy Association office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have read the VSLA Bylaws and Policies related to this office and would accept these duties and responsibilities if nominated as a candidate and elected. I agree to be interviewed for the position if requested to do so.**

**Check one:**

**\_\_\_\_\_\_\_\_\_\_ If elected to the office of Recording Secretary, I understand my commitment is for a two-year term** **and that I will need to step down from my chapter board position, if I hold one, as this may cause a conflict of interest.  I further understand that I am to attend all scheduled board meetings clearing my schedule in advance for all scheduled meetings, thereby limiting the number of conflicts.** **Absentee policy included on page 4.**

**\_\_\_\_\_\_\_\_\_\_ If elected to the office of At Large Member, I understand that my commitment is for a two-year term and that I will need to step down from my chapter board position, if I hold one, as this may cause a conflict of interest.  I further understand that I am to attend all scheduled board meetings clearing my schedule in advance for all scheduled meetings, thereby limiting the number of conflicts. Absentee policy included on page 4.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Candidate Date**



**Candidate Vitae**

**Please include the following information with your application.**

**Education**

**Degree(s), Field(s) of Study, Educational Institution(s), Graduation Date(s)**

**Virginia Licensure/Area(s) of Endorsement**

**Academic Professional Awards**

**Current Employment Position/School Division**

**Past Employment Position(s)/School Division(s)**

**Please also include pertinent information such as:**

* **Local Inservice/Workshop Presentations**
* **State and Regional Inservice/Workshop Presentations**
* **Professional Organization Membership**
* **Local Chapter/State Literacy Association Leadership Opportunities**
* **Professional Service/Leadership Experience**
	+ **State**
	+ **Local Community**
	+ **Planning Committees**
	+ **Volunteer**

**Write a Candidate Statement that addresses the following:**

* **Goals for VSLA**
* **Contributions to be made if elected**

Attendance Policy:

The Virginia State Literacy Association requires board members to attend all scheduled board meetings as those meetings are announced well in advance. Board members are expected to clear their schedules in advance for all scheduled meetings, thereby limiting the number of conflicts. We recognize that circumstances beyond the control of the member may occur, nonetheless it is expected that board members make every effort to attend all meetings. If an emergency or conflict arises, it is required that board members inform the President immediately of the conflict.

Scheduled meetings are recorded and it is up to the absent or late board member to “catch up” on any discussion and/or action of the board. The board will not rearrange the agenda to accommodate a member’s schedule change as this may inconvenience other board members and/or disrupt the meeting.

The Board Governance Committee will review attendance from Chapter, VSLA Board and Leadership Team meetings when reviewing candidates for VSLA’s Board.

**Board members who miss two (2) scheduled meetings may be asked by the President to resign.**