Elections 2013

Nominations Booklet

NLADA
National Legal Aid &
Defender Association

NLADA 100 YEARS

National Legal Aid & Defender Association

Equal Justice.
Of the People.
For the People.

July 26, 2013

Dear NLADA Members:

We would like to inform you that the nomination period for positions on NLADA's board of directors, civil and defender policy groups is now open.

NLADA is our voice in the national arena on significant issues that directly impact the civil and defender legal services communities. The policy groups and board influence the direction of the association as they craft policies and determine what products and services will best serve our members. **It is critical that we, as NLADA members, take seriously our responsibility to provide guidance and leadership through the board and policy groups. The ability of the association to effectively serve its communities depends on attracting strong, committed and diverse candidates to serve on these governing bodies.**

Enclosed, you will find a description of the positions that are open for nomination and the criteria that must be met by each nominee. We urge you to nominate a colleague or yourself to run for election to one of these positions. **Please circulate this notice to your staff and clients so that they may fully participate in the election process.** Widespread circulation encourages more inclusive and democratic elections, a goal we all share. Contact Carol Ponce at c.ponce@nlada.org if you need an electronic (email) version of this booklet.

Send all nominations to NLADA's Leadership Development Committee, 1140 Connecticut Avenue NW, Suite 900, Washington, DC 20036. Thank you in advance for your attention and assistance.

Sincerely,

NLADA Leadership Development Committee

Notice to Members

Nomination shall be by written petition. Self-nomination is permissible. One is not required to be a member of the association in order to be nominated, but if elected must become a member and maintain that membership throughout his/her term. A nomination form that specifies the information requested is included for your convenience.

Job descriptions and qualifications for the positions are also included. The election shall be conducted according to the following timetable:

2013 Election Timetable and Procedure

July 8	Notification to the membership of election; solicitation of nominations
August 16	Receipt of nominations in NLADA office
September 6	Ballots mailed to eligible voters
September 27	Ballots received in NLADA office

Candidates shall be certified and placed on the ballot by NLADA's Leadership Development Committee when:

- Their qualifications have been reviewed, based on the relevant job description.
- It has been determined that they have met the objective criteria for positions on the Policy Groups and Board.

Nominations must be received by NLADA no later than August 16.

Board Member Job Description

Title	Member, NLADA Board of Directors
Reports to	Board of Directors chair
Purpose	To serve the Board as a voting member; to formulate policy for and to oversee the business and affairs of the Association.
Qualifications	• Membership in the Association as required by Bylaws • True commitment — including time, experience, skills, and personal finances (within means) — to advancing the Association's mission and goals • Being a team player • Willingness to learn duties and competencies for fulfilling them
Term	Three years expiring at the adjournment of the third Annual Conference following election or appointment.

Board Responsibilities

Establishes an Effective System of Governance

1. Regularly attends and encourages others to attend Board meetings as scheduled (*three per year, one by teleconference, five days per year*)
2. Attends and encourages others to attend standing committee meetings (*two days per year*)
3. Participates as an ad hoc committee member if appointed
4. Attends and encourages others to attend Board retreats and other Board development activities
5. Attends and participates in special/social events (*Annual Conference, three days per year*)
6. Recruits and orients suitable new candidates for Board and Policy Groups
7. Assesses Board and Policy Group Performance
8. Performs duties without personal or professional conflicts of interest in advancing the mission of the Association
9. Appreciates the relationship between the Board and Policy Groups

Formulates Policy

1. Protects alignment of mission, vision and values when setting policy
2. Establishes a clear understanding of responsibility and authority
3. Ensures policies and procedures comply with legal and ethical standards
4. Ensures internal accountability of the Board as an example of what is expected for the Association

Provides Oversight

1. Ensures the Association's financial health
2. Selects, evaluates, and if necessary replaces the CEO/President
3. Supports the CEO/President in carrying out the mission of the organization
4. Ensures Association operates with legal and ethical integrity

Behaves Strategically

1. Determines Association mission and purpose
2. Ensures effective long rang planning
3. Ensures that Board decisions are consistent with strategic goals and directions
4. Performs effective evaluation of programs
5. Plans strategically for membership, revenue and program growth

Develops Resources

1. Acknowledges and accepts the responsibility for managing the assets of the organization
2. Acknowledges and accepts responsibility for obtaining necessary resources (including human resources) to pursue strategies, achieve objectives
3. Promotes and supports training and other activities of the organization
4. Promotes and supports the Insurance Program (by becoming insured, identifying and recruiting others)
5. Works to recruit and retain new members

Performs the Role of Ambassador

1. Represents the organization to internal and external publics
2. Enhances the Association's public standing
3. Recruits allies to help us achieve our mission and goals

Ensures the Continued Existence of NLADA

1. Ensures public accountability and accountability to the NLADA membership
2. Promotes leadership development as appropriate at all levels of the organization
3. Ensures institutional integrity by operating within the charter and the mission

2013 Elections

Note: the incumbents in italics are not eligible to run for that position due to term limits or change of professional status.

Board of Directors

Position*	Term	Expires	How selected	Incumbent
Civil program	3 years	2016	Elected by civil program members	*Lillian Johnson*
Civil individual	3 years	2016	Elected by civil individual members	Alex Gulotta
Defender program	3 years	2016	Elected by defender program members	Kelli Thompson

*Pursuant to section 4.2.1 of the Bylaws, persons who are elected or appointed to the Board of Directors shall maintain current Individual Membership in the Association throughout their terms as Directors.

Civil Policy Group

Position*	Term	Expires	How selected	Incumbent
Chief staff officer (CSO) (region II)	3 years	2016	Elected by CSOs (region II)	*Catherine Carr*
Chief staff officer (CSO) (region V)	3 years	2016	Elected by CSOs (region V)	Anthony Young
Staff representative (regions I & II)**	3 years	2016	Elected by staff representatives (regions I & II)	*Thomas Mlakar*
Staff representative (regions III & IV)**	3 years	2016	Elected by staff representatives (regions III & IV)	Marcy Muller
Client representative (regions V & VI)	3 years	2016	Elected by client members (regions V & VI)	*Gwendolyn Hanley-Pamplin*
Individual client representative	3 years	2016	Elected by individual client members	*Lucille Logan*

*Pursuant to section 7.2.1 of the Bylaws, persons who are elected or appointed to the Civil Policy Group shall maintain current Individual Membership in the Association throughout their terms on the Civil Policy Group. Pursuant to section 7.2.2a of the Bylaws, Chief Staff Officers must be employed by a Civil Program member.

**Staff Representative – an employee of a legal services organization who is not a Chief Staff Officer and spends at least 50% of his or her time in non-managerial duties.

Defender Policy Group

Position*	Term	Expires	How selected	Incumbent
Chief defender or director of defender program	3 years	2016	Elected by CSOs of defender programs	Derwyn Bunton
Chief defender or director of defender program	3 years	2016	Elected by CSOs of defender programs	Lisa Schreibersdorf
Defender staff**	3 years	2016	Elected by defender individual members	Michael Tobin
Defender staff**	3 years	2016	Elected by defender individual members	*Angela Moore*

*Pursuant to section 8.2.1 of the Bylaws, persons who are elected or appointed to the Defender Policy Group shall maintain current Individual Membership in the Association throughout their terms on the Defender Policy Group. Pursuant to section 8.2.2a of the Bylaws, Chief Defenders or Directors of Defender Programs must be employed by a Defender Program member.

**Defender Staff – any person who spends at least 50% of his or her time in the direct delivery of indigent defense services.

Regions are as follows: Region I (Connecticut, Maine, Massachusetts, New Hampshire, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands); Region II (Delaware, District of Columbia, Maryland, New Jersey, Michigan, Ohio, Pennsylvania, Virginia, West Virginia); Region III (Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin); Region IV (Alabama, Arkansas, Florida, Louisiana, Mississippi, Georgia, Kentucky, North Carolina, South Carolina, Tennessee); Region V (Arizona, Colorado, New Mexico, Oklahoma, Texas, Utah); Region VI (Alaska, California, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, Oregon, Washington, Wyoming)

Civil Policy Group Member Job Description

Title Member, NLADA Civil Policy Group (CPG)

Reports to Civil Policy Group chair

Purpose To serve the Policy Group as a voting member; to develop and formulate policy recommendations on civil legal services issues to the NLADA Board of Directors

Term Three years

Meeting attendance (expected)

- Regularly attend meetings as scheduled (three per year, one by teleconference; approximately four days per year)
- Attend standing committee meetings, if a member
- Participate as an ad hoc committee member, if appointed
- Attend and participate in special/social events as needed (Annual Conference, three days per year)
- Promote membership in the association
- Participate in conference calls between meetings

Responsibilities of the Civil Policy Group

- Formulate civil policy recommendations for the association
- Assist in the attainment of the association's mission and governance
- Direct and assist staff in carrying out the civil agenda of NLADA

Specific duties

- Be a strong spokesperson for the association
- Determine, monitor and strengthen programs and services, consistent with the Bylaws of the association
- Enhance the association's public standing
- Recruit and orient new CPG members
- Perform duties of CPG members to advance the mission of the association without personal or professional conflicts

Qualifications

- Must be an NLADA member as required by the Bylaws
- Committed to advancing NLADA's mission and goals, include dedicating one's time, experience, skills and personal finance (within means)
- Value "team" mentality
- Willingness to participate and learn duties

Defender Policy Group Job Description

Title	Member, NLADA Defender Policy Group (DPG)
Reports to	Defender Policy Group chair
Purpose	To serve as a Defender Policy Group voting member; to develop and formulate policy recommendations on indigent defense issues to the NLADA Board of Directors
Term	Three years

Meeting attendance (expected)

- Regularly attend meetings as scheduled (three per year, one by teleconference; approximately four days per year)
- Attend standing committee meetings, if a member
- Participate as an ad hoc committee member, if appointed
- Attend and participate in special/social events as needed (Annual Conference, three days per year)
- Promote NLADA membership
- Participate in conference calls between meetings

Responsibilities of the Defender Policy Group

- Formulate indigent defense policy recommendations for the association
- Assist in the attainment of the association's mission and governance
- Direct and assist staff in carrying out the defender agenda of NLADA

Specific duties

- Serve as an association spokesperson
- Determine, monitor and strengthen programs and services, consistent with the NLADA Bylaws
- Enhance the association's public standing
- Recruit and orient new DPG members
- Perform duties of DPG members to advance the mission of the association without personal or professional conflicts

Qualifications

- Must be an NLADA member as required by the Bylaws
- Committed to advancing NLADA's mission and goals, include dedicating one's time, experience, skills and personal finance (within means)
- Value "team" mentality
- Willingness to participate and learn duties

2013 Nomination Form

How to nominate a distinguished colleague for membership on the Board of Directors, Civil or Defender Policy Group?

1. Prepare a statement containing highlights of the nominee's career as well as additional reasons you feel he or she deserves to be a member of the Board or Policy Group. The statement should be no more than one page and double-spaced.
2. Attach the nominee's resume (two-page maximum).
3. Forward the nomination package to the Leadership Development Committee, NLADA, 1140 Connecticut Avenue NW, 900, Washington, DC 20036 or fax to (202) 872-1031.

Please check only one position and print legibly

Nominee's name: _____

Address: _____

City: _____ State: ____ Zip: _____ Email _____

Tel: (W) _____ FAX (W)_____ (H/Cell) _____

The above person is being nominated for the following position:

Board of Directors*
❑ Civil program
❑ Civil individual
❑ Defender program

Defender Policy Group*
❑ Chief defender or director of defender program (two vacancies)
❑ Defender staff** (two vacancies)

Civil Policy Group*
❑ Chief staff officer (CSO) (region II)
❑ Chief staff officer (CSO) (region V)
❑ Staff representative (regions I & II)**
❑ Staff representative (regions III & IV)**
❑ Client representative (regions V & VI)
❑ Individual client representative

Nominations must be received by NLADA no later than August 16.

*Pursuant to the Bylaws, persons who are elected to the Board and Policy Groups shall maintain current Individual Membership in the Association throughout their terms. An individual need not be a member to be nominated, but must be a member once elected. In addition, pursuant to sections 7.2.2a of the Bylaws, Chief Staff Officers must be employed by a Civil Program member and pursuant to section 8.2.2a of the Bylaws, Chief Defenders or Directors of Defender Programs must be employed by a Defender Program member.

**Region I (Connecticut, Maine, Massachusetts, New Hampshire, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands); Region II (Delaware, District of Columbia, Maryland, New Jersey, Michigan, Ohio, Pennsylvania, Virginia, West Virginia); Region III (Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin); Region IV (Alabama, Arkansas, Florida, Louisiana, Mississippi, Georgia, Kentucky, North Carolina, South Carolina, Tennessee); Region V (Arizona, Colorado, New Mexico, Oklahoma, Texas, Utah); Region VI (Alaska, California, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, Oregon, Washington, Wyoming).

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