



**NLADA**

National Legal Aid &  
Defender Association

[nlada.org](http://nlada.org)



# Election 2019

Nominations Booklet



June 10, 2019

Dear NLADA Members:

We would like to inform you that the nomination period for positions on NLADA's Board of Directors, Defender Council and Civil Council will open on June 10, 2019. **For the 2019 election year, there are positions available on the Board of Directors, Defender Council and Civil Council. There are no positions up for election on the Client Council. However, there are two Client Representative positions up for election on the Civil Council.**

NLADA is our voice in the national arena on significant issues that directly impact the civil and defender legal services communities. The Board and Councils 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 Councils. 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.

You may mail your nominations to NLADA's Leadership Development Committee in the enclosed envelope (NLADA, ATTN Elections, 1901 Pennsylvania Ave. NW, Suite 500, Washington, DC 20006), fax to (202) 872 1031, or email to [elections@nlada.org](mailto:elections@nlada.org). Thank you in advance for your attention and assistance.

Sincerely,

NLADA Leadership Development Committee

## Who are we looking for?

The job of governing NLADA requires a diverse group of individuals with varied expertise. While no specific area of expertise is required to join the Board and Councils, please keep in mind these areas of valuable knowledge as you are submitting your nominations.

- Nonprofit Finance
- Government Affairs
- Strategic Communications
- Strategic Use of Technology
- Leadership Identification and Development
- Access to Potential Strategic Partners
- Resource Development
- Community Education



## 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 an individual 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:

### 2019 Election Timetable and Procedure

June 10	Notification to the membership of election; solicitation of nominations
July 10	Receipt of nominations in NLADA office
August 9	Ballots mailed to eligible voters
September 7	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 Board and Councils.

**Nominations must be received by NLADA no later than July 10, 2019.**

# Board of Directors Member Job Description

**Title:** Member, NLADA Board of Directors

**Reports To:** Chair, Board of Directors

**Purpose:** To serve the Board as a voting member; to formulate policy for and to oversee the business and affairs of the Association.

**Term:** Three (3) years, expiring at the adjournment of the third (3<sup>rd</sup>) Annual Conference following election or appointment.

## Responsibilities of the Board of Directors:

### Establish an Effective System of Governance

- Regularly attend and encourage others to attend Board meetings as scheduled (3 per year, 1 by teleconference)
- Attend and encourage others to attend standing committee meetings (2 days per year and/or teleconferences)
- Participate as an ad hoc committee member, if appointed
- Attend and encourage others to attend Board retreats and other Board development activities
- Attend and participate in special/social events (Annual Conference, 3 days per year)
- Recruit and orient suitable new candidates for the Board and Councils
- Assess the performance of the Board and Councils
- Perform duties of the Board in advancing the mission of the Association without personal or professional conflicts of interest
- Appreciate the relationship between the Board and Councils

### Formulate Policy

- Protect the alignment of mission, vision and values when setting policy
- Establish a clear understanding of responsibility and authority
- Ensure policies and procedures comply with legal and ethical standards
- Ensure internal accountability of the Board as an example of what is expected for the Association

### Provide Oversight

- Ensure the Association's financial health
- Select, evaluate and, if necessary, replace the CEO/President
- Support the CEO/President in carrying out the mission of the Association
- Ensure the Association operates with legal and ethical integrity

### **Behave Strategically**

- Determine the Association's mission and purpose
- Ensure effective long-range planning
- Ensure that Board decisions are consistent with strategic goals and directions
- Perform effective evaluation of programs
- Plan strategically for membership, revenue and program growth

### **Develop Resources**

- Acknowledge and accept responsibility for managing the assets of the Association
- Acknowledge and accept responsibility for obtaining necessary resources (including human resources) to pursue strategies and achieve objectives
- Promote and support training and other activities of the Association
- Promote and support the Insurance Program, by becoming insured and identifying and recruiting others
- Work to recruit and retain new members

### **Perform the Role of Ambassador**

- Represent the Association to internal and external publics
- Enhance the Association's public standing
- Recruit allies to help the Association achieve its mission and goals

### **Ensure the Continued Existence of NLADA**

- Ensure public accountability and accountability to the NLADA membership
- Promote leadership development as appropriate at all levels of the Association
- Ensure institutional integrity by operating within the charter and the mission

## 2019 Elections

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

### Board of Directors

Position	Term	Expires	How Selected	Incumbent
Civil Individual	3	2022	Elected by Civil Individual Members	Kirby Mitchell

### Civil Council

Position	Term	Expires	How Selected	Incumbent
Chief Staff Officer	3	2022	Elected by Region II	<i>Bob Gillet</i>
Client Representative	3	2022	Elected by Regions V and VI	Vacant
Client Representative	3	2022	Elected by Individual Client Members	Gwen Hanley- Pamplin

### Defender Council

	Term	Expires	How Selected	Incumbent
Chief Defender or Director of Defender Program ( ACCD)	3	2022	Elected by CSO of Defender Program Members	Sean McNulty
Defender Staff/ Practitioner	3	2022	Elected by Defender Individual Members	Jennie Albert

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.

# Defender Council Member Job Description

**Title:** Member, NLADA Defender Council

**Reports To:** Chair, Defender Council

**Purpose:** To serve the Defender Council as a voting member; to develop and formulate policy recommendations on indigent defense issues to the NLADA Board of Directors.

**Term:** Three (3) years, expiring at the adjournment of the third (3<sup>rd</sup>) Annual Conference following election or appointment.

## Meeting Attendance (expected)

- Regularly attend meetings as scheduled (3 per year, on weekends, 9-11 days per year)
- Attend standing committee meetings, if appointed (1-5 days per year)
- Participate as an ad hoc committee member, if appointed (1-5 days per year)
- Attend and participate in special/social events as needed (Annual Conference, 3 days per year)
- Promote membership in the Association
- Participate in necessary conference calls between meetings

## Responsibilities of the Defender Council

- 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

- 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 Defender Council members
- Perform duties of Defender Council members in advancing the mission of the Association without personal or professional conflicts of interest

## 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
- Value "team" mentality
- Willingness to participate and learn duties



# Civil Council Member Job Description

**Title:** Member, NLADA Civil Council

**Reports To:** Chair, Civil Council

**Purpose:** To serve the Civil Council as a voting member; to develop and formulate policy recommendations on civil legal services to the NLADA Board of Directors.

**Term:** Three (3) years, expiring at the adjournment of the third (3<sup>rd</sup>) Annual Conference following election or appointment.

## Meeting Attendance (expected)

- Regularly attend meetings as scheduled (3 per year, on weekends, 9-11 days per year)
- Attend standing committee meetings, if a member (1-5 days per year)
- Participate as an ad hoc committee member, if appointed (1-5 days per year)
- Attend and participate in special/social events as needed (Annual Conference, 3 days per year)
- Promote membership in the Association
- Participate in necessary conference calls between meetings

## Responsibilities of the Civil Council

- 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 Civil Council members
- Perform duties of Civil Council members in advancing the mission of the Association without personal or professional conflicts of interest

## 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
- Value "team" mentality
- Willingness to participate and learn duties



## **2019 Nomination Instructions**

To nominate a distinguished colleague for membership on the Board of Directors, Defender Council or Civil Council:

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 of Directors or a Council. The statement should be no more than one page and double-spaced.
2. Attach the nominee's resume or bio (two-page maximum).
3. Mail the nomination package to the Leadership Development Committee/NLADA in the enclosed envelope. You can also fax it to (202) 872-1031 or email it to [elections@nlada.org](mailto:elections@nlada.org).

**Nominations must be received by NLADA no later than July 10, 2019.**

# 2019 Nomination Form

Please check only one position and print legibly.  
Submit this form with the requested attachments.

Nominee: \_\_\_\_\_ Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: (W) \_\_\_\_\_ (H/Cell): \_\_\_\_\_ Fax (W): \_\_\_\_\_

The above person is being nominated for the following position:

<b>Board of Directors</b>
<input type="checkbox"/> Civil Individual

<b>Defender Council</b>
<input type="checkbox"/> Chief Defender or Director of Defender Program
<input type="checkbox"/> Defender Staff/Practitioner

<b>Civil Council</b>
<input type="checkbox"/> Chief Staff Officer (Region II)
<input type="checkbox"/> Client Representative (Regions V & VI)
<input type="checkbox"/> Client Representative

## Nomination Statement

Provide a brief 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 of Directors, Defender Council or Civil Council. Write below or attach separately.



**NLADA**  
National Legal Aid &  
Defender Association

**National Legal Aid & Defender  
Association** 1901 Pennsylvania Avenue,  
NW, Suite 500 Washington, DC 20006  
[www.nlada.org](http://www.nlada.org)