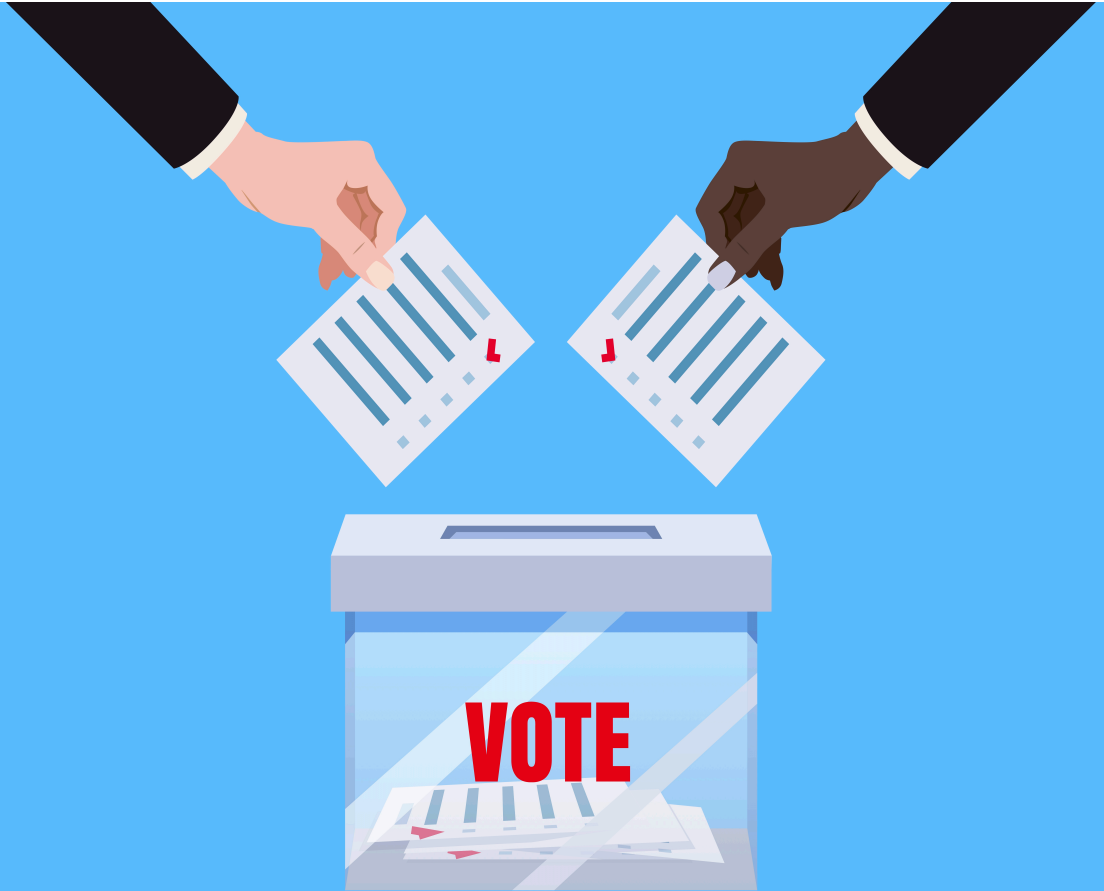




# NLADA

National Legal Aid &  
Defender Association

1901 PENNSYLVANIA AVE NW SUITE 500  
WASHINGTON, DC 20006



## 2020 Governance Elections

*Nominations Booklet*





October 2, 2020

Dear NLADA Members:

Disruptions occasioned by COVID-19 have caused the Leadership Development Committee to launch NLADA's 2020 Election process a little later than usual this year. The nomination period for positions on NLADA's Board of Directors, Client Council, Defender Council, and Civil Council will open on October 2, 2020. This election year, there are positions available on the Board of Directors and each of NLADA's three Councils.

NLADA represents our voice in the national arena on significant issues that directly impact the client, civil, and defender communities. The Board and Councils influence the direction of the Association as they craft policies and develop services to best respond to the needs of NLADA members. **It is critical that we, as NLADA members, take seriously our responsibility to provide guidance and leadership through the Board and Councils. NLADA relies upon the capable and committed candidates elected to these governing bodies to inform and guide the Association, and to ensure that it is representing and responding to its member communities in an effective manner.**

Enclosed, you will find a description of the positions that are open for nomination and the criteria that each nominee must meet in order to be eligible for election. We urge you to nominate a colleague or yourself to run for election to one of these positions.

There are three options available for submitting your nominations:

**By Mail** (*envelope enclosed*):

NLADA, ATTN: Elections  
1901 Pennsylvania Ave. NW, Suite 500  
Washington, DC 20006

**By Fax:** (202) 872-1031

**By Email:** [elections@nlada.org](mailto:elections@nlada.org)

Please assist in making this election democratic and inclusive by sharing this notice with your staff and client leaders so that they may fully participate in the election process.

Thank you in advance for your attention and assistance.

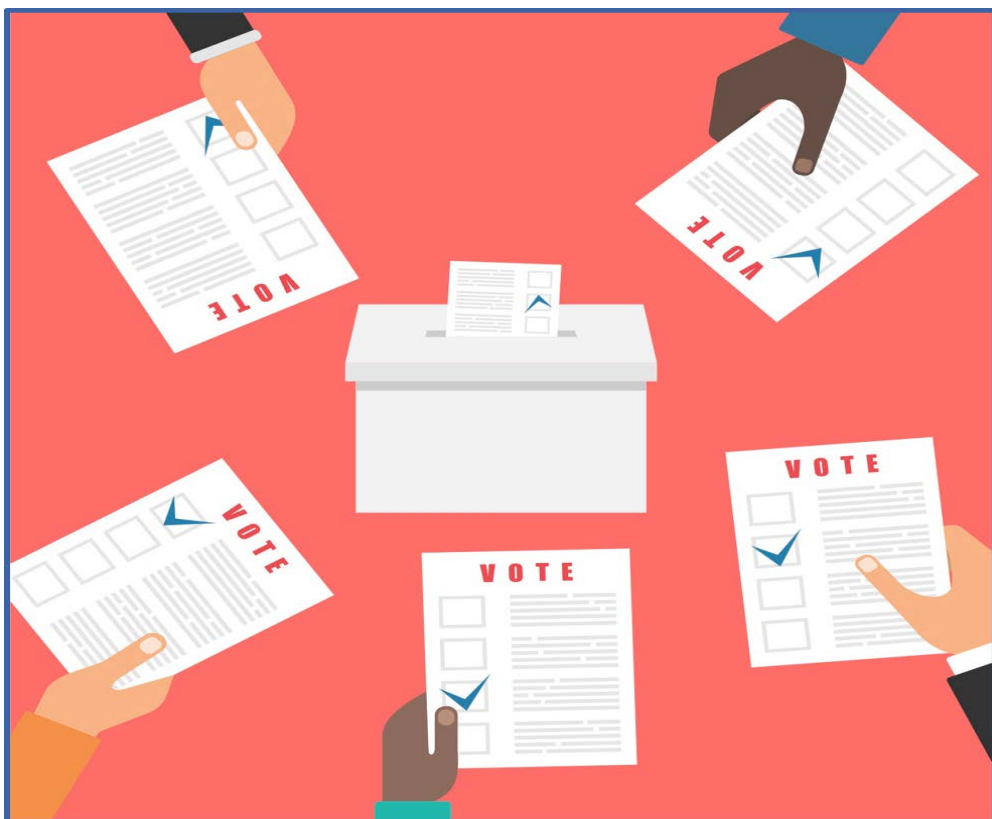
Sincerely,

NLADA Leadership Development Committee [NLADA Elections 2020 - Nominations Booklet • 1](#)

## 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**

Nominations 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 their term.

A nomination form that specifies the information requested of each nominee is included for your convenience. Job descriptions and qualifications for each open position are also included. The election shall be conducted according to the timetable below.

## **2020 Election Timetable and Procedure**

October 2	Notification to the membership of election; solicitation of nominations
October 23	Receipt of nominations in NLADA office
November 13	Ballots mailed to eligible voters
December 14	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; and
- It has been determined that they have met the objective criteria for positions on the Board and Councils to which they are seeking nomination.

**Nominations must be received by NLADA no later than October 23, 2020.**

# 2020 Elections

## Board of Directors

Position	Term	Expires	How Selected	Incumbent
Defender Individual	3	2023	Elected by Defender Individual Members	<i>Kelli Thompson</i>

## Civil Council

Position	Term	Expires	How Selected	Incumbent
Chief Staff Officer	3	2023	Elected (Region III)	<i>Dan Glazier</i>
Chief Staff Officer	3	2023	Elected (Region V)	Maria Thomas-Jones
Client Representative	3	2023	Elected (Regions I and II)	Suzanne Small

## Defender Council

Position	Term	Expires	How Selected	Incumbent
Chief Defender or Director of Defender Program (ACCD)	3	2023	Elected by CSO of Defender Program Members	Robin Lipetzky
Defender / Staff Practitioner	3	2023	Elected by Defender Individual Members	Barbara Creel
Chief or Deputy Chief Defender (ACCD)	3	2023	Elected by Defender Individual Members	<i>Avis Buchanan</i>
Chief or Deputy Chief Defender (ACCD)	3	2023	Elected by Defender Individual Members	Tina Luongo

## Client Council

Position	Term	Expires	How Selected	Incumbent
Client Individual	3	2023	Elected by Client Individual Members	Sue Lau

Note: incumbents in italics are not eligible to run for re-election to their current position due to term limits or a change in their professional status.

### 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

# 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



# 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

## Client Council Member Job Description

**Title:** Member, NLADA Client Council

**Reports To:** Chair, Client Council

**Purpose:** To serve the Client Council as a voting member; to develop and formulate policy recommendations on civil legal services and 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 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 Client Council

- Formulate client policy recommendations for the Association
- Assist in the attainment of the Association's mission and governance
- Direct and assist staff in carrying out the client 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 Client Council members
- Perform duties of Client 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

## **2020 Nomination Instructions**

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

1. Prepare a statement containing highlights of the nominee's career as well as additional reasons you feel they deserve to be a member of the Board of Directors or a Council. The statement should not exceed one double-spaced page.
2. Attach the nominee's resume or professional bio. This document should not exceed two pages.
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 October 23, 2020.**

# 2020 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"/>	Defender Individual

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

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

<b>Client Council</b>	
<input type="checkbox"/>	Client Individual

### ***Nomination Statement***

Provide a brief statement containing highlights of the nominee's career as well as additional reasons you feel they deserve to be a member of the Board of Directors, Defender Council, Civil Council, or Client Council. Write below or attach separately.

[illegible]







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