



NLADA

National Legal Aid &
Defender Association

1901 PENNSYLVANIA AVE NW SUITE 500
WASHINGTON, DC 20006



2022 Governance Elections

Nominations Booklet



May 10, 2022

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 May 10, 2022.

In 2022, there are no positions up for election on the Client Council. There are, however, two Civil Council Client Representative positions up for election this year.

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 two options available for submitting your nominations:

By Mail (*envelope enclosed*):

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

By Email: 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

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.

2022 Election Timetable and Procedure

May 10	Notification to the membership of election; solicitation of nominations
June 9	Receipt of nominations in NLADA office
July 8	Ballots mailed to eligible voters
August 9	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 June 9, 2022.

2022 Elections

Board of Directors

Position	Term	Expires	How Selected	Incumbent
Civil Individual	3	2025	Elected (Civil Individual Members)	<i>Kirby Mitchell</i>
Defender Program	3	2025	Elected (Defender Program Members)	Vacant

Civil Council

Position	Term	Expires	How Selected	Incumbent
Chief Staff Officer (Region II)	3	2025	Elected (Region II)	Anita Santos-Singh
Chief Staff Officer (Region VI)	3	2025	Elected (Region VI)	<i>Alison Paul</i>
Client Representative	3	2025	Elected (Regions V and VI)	Leonor Cortez
Client Representative	3	2025	Elected (Individual Client Members)	Larry Carlton

Defender Council

Position	Term	Expires	How Selected	Incumbent
Chief Defender or Director of Defender Program (ACCD)	3	2025	Elected (CSO of Defender Program Members)	<i>Sean McNulty</i>
Defender Staff/Practitioner	3	2025	Elected (Defender Individual Members)	Megan Page
Chief or Deputy Chief Defender (ACCD)	3	2025	Elected (Defender Individual Members)	<i>Avis Buchanan</i>

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 (3rd) 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

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 (3rd) 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

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 (3rd) 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



2022 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 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 email it to elections@nlada.org.

Nominations must be received by NLADA no later than June 9, 2022.

2022 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:

Board of Directors

- | |
|---|
| <input type="checkbox"/> Civil Individual |
| <input type="checkbox"/> Defender Program |

Civil Council

- | |
|--|
| <input type="checkbox"/> Chief Staff Officer (Region II) |
| <input type="checkbox"/> Chief Staff Officer (Region VI) |
| <input type="checkbox"/> Client Representative (Regions V and VI) |
| <input type="checkbox"/> Client Representative (Individual Client Members) |

Defender Council

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

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, or Civil Council. Write below or attach separately.



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