

CALL FOR NOMINATIONS 2004 ASSOCIATION OFFICERS

DEADLINE: APRIL 15, 2004

The NAADAC Nominations and Elections Committee, chaired by Bill Burnett, MAC is responsible for preparing a slate of nominees for each of three national offices to be filled in the Association's 2004 election.

Positions to be filled in this election are President-Elect 2004 to become President in 2006, and Secretary and Treasurer to assume office in 2004.

The Committee seeks nominations from the membership. All nominations must be submitted no later than **April 15, 2004**.

Qualifications required for all officers of the Association have been established by the NAADAC Board of Directors and they are outlined below.

Qualifications

All elected officers must adhere to the NAADAC Code of Ethics and Conflict of Interest Statement and have a full understanding of the NAADAC Bylaws and Policies and Procedures. All officers are expected to carry out their responsibilities with equal respect and regard for all members, regardless of religious, cultural, or ethnic backgrounds.

All officers must be NAADAC members in good standing who have been actively engaged in the counseling profession for at least two years immediately prior to nomination and hold a state license or certificate and/or national certification in alcoholism and drug abuse counseling. In addition, they must have two years of experience on either the NAADAC Board of Directors or a NAADAC Affiliate Board. This experience can include serving as a committee chair on a National committee.

Campaigning Guidelines

Information on candidates will appear in the April issue of the NAADAC Newsletter and the NAADAC website, www.naadac.org. There should be no other campaign activities by the candidates. Any written materials, except materials produced and distributed by NAADAC, are prohibited. This includes self initiated articles for publication in state or local or professional publications or editorial comments submitted in any of those publications as well. All ballots are sent directly to an independent auditor. The Auditor counts ballots and notifies a NAADAC designated staff person and the Chair of the Nomination and Elections Committee who has received the most votes for each office. The Chair of the Nomination and Elections Committee must notify all candidates of the results by the deadline below. Election results are destroyed after 30 days of notification of all candidates. Any candidate challenging the results of an election must notify the Chair of the NAADAC Nominations and Elections Committee within 30 days of notice.

Ballots will be mailed to all NAADAC members who are in good standing as of June 15, 2004

Nomination Timeline

1. Candidates seeking office must complete an official nomination form and submit it to the NAADAC Nominations and Elections Committee postmarked on or before **April 15, 2004**. To ensure nominations are received please mail with return receipt requested.

2. The Nominations and Elections Committee will review each candidate's application to see if it meets the specified qualifications outlined in the official nomination packet and then prepare the slate of candidates by **April 21, 2004**.

3. Candidates will be notified by the Chair of the Nominations and Elections Committee by **April 23, 2004**, of the acceptance or rejection of their application.

4. A slate of candidates who meet the specific qualifications of the office they are seeking will be featured in the **June/July 2004** issue of **The NAADAC Newsletter**.

Election Timeline

June 15, 2004 - Ballots will be mailed to all NAADAC members in good standing

July 15, 2004 - Ballots must be postmarked by this date to be valid.

July 31, 2004 - The NAADAC President and all candidates will be notified of the election results by the Nominations and Elections Committee Chair.

Appeals to the Nominations and Elections Committee by candidates must be made by **August 15, 2004**.

October 9, 2004 - New NAADAC officers will be installed immediately following the close of the Board of Directors meeting at the National Conference in West Yellowstone, Montana

October 9, 2004 - First meeting of the 2004-2005 NAADAC Executive Committee in West Yellowstone, Montana.

Nominations must be post-marked on or before April 15, 2004 to:

**NAADAC Nominations and Elections Committee
901 N. Washington St. Ste. 600,
Alexandria, VA 22314**

Description of National Offices

President-Elect

Term: 2 years (plus 2 years each as President, and Immediate Past President)

Primary Responsibilities of the President-Elect

- Perform all duties incumbent upon the President during the absence or disability of the President.
- Prepare for his or her succeeding term as President.
- Perform such other duties as the Board of Directors and the President may designate.
- Attend all of the Executive Committee and full Board Meetings of NAADAC (monthly conference calls as well as meetings which are generally held in February, July and September).
- Serve on committees of NAADAC as requested by the President.
- Offer advice and counsel to state associations and directors as necessary.

Secretary

Term: 2 years

Primary Responsibilities of the Secretary

- Attend all of the Executive Committee and full Board Meetings of NAADAC (monthly conference calls as well as meetings which are generally held in three time per year).
- Serve on committees of NAADAC as requested by the President.
- Responsible for keeping, preserving and distributing true minutes of the proceedings of all such meetings (monthly conference calls as well as meetings generally held in February, July and September).
- Ensure that all notices are given in accordance with the Bylaws.
- Perform such other duties as the President may request.

Treasurer

Term: 2 years

Primary Responsibilities of the Treasurer

- Attend all of the Executive Committee and full Board Meetings of NAADAC (monthly conference calls as well as meetings which are generally held in February, July and September).
- Serve on committees of NAADAC as requested by the President.
- Develop and review the fiscal policies of the Association.
- Ensure that an account is maintained of all monies received and expended for the use of the Association and that authorized disbursements are made therefrom.
- Prepare budget and present it to the Board of Directors.
- Render reports of the finances of the Association at the annual meeting of the Association or whenever requested by the President.
- Perform such other duties as the President may request.

NAADAC 2004 Officer Nomination Form

NOMINEE

NAME _____ NAADAC MEMBER ID No _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE (W) _____ (H) _____
FAX _____ E-MAIL _____

NOMINATED FOR: **9** PRESIDENT ELECT **9** SECRETARY **9** TREASURER

Please address each item in 250 or less on a separate piece of paper for submission with this application.

1. SUMMARY OF YOUR NAADAC ACTIVITIES AND YOUR QUALIFICATIONS FOR THIS OFFICE.

2. RESPOND TO THE FOLLOWING QUESTIONS

1. What is your vision for NAADAC in the future?

2. Addiction Professionals reflect diversity of life styles cultures, education and backgrounds, as a leader how you will work be inclusive and to help build a stronger organization?

NOMINATED BY:

NAME _____ NAADAC MEMBER ID No _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE (W) _____ (H) _____
FAX _____ E-MAIL _____

Return to: NAADAC Nominations and Elections Committee
 901 N. Washington St. Suite 600
 Alexandria, VA 22314

DIRECTIONS FOR COMPLETION

All applications must be postmarked on or before April 1, 2004.

Submissions must include:

- X A black and white photo
- X Resume or vita
- X Proof of state and/or national certification in alcoholism and drug abuse counseling
- X Official Nomination Form with all required information