

**NCPEID**  
 Nominations and Elections 2023  
 Call for Nominations and Position Descriptions

**Spring 2023 Call for Nominations**

Position	Term Length
Executive Committee	
1. President-Elect*	2023-2027
Board of Directors	
1. Awards Committee Chair	2023-2026
2. Member at Large (2 positions available)	2023-2025
3. Research Chair	2023-2025
4. Historian	2023-2025
5. Student Representative (1 position)	2023-2025

\*President-elect shall serve a four-year total term (i.e., 1 year as President-Elect, 2 years as President, and 1 year as Immediate Past President).

**Position Descriptions**

**President-Elect (2023-2027)**

As President-Elect (2023-2024)

The President-Elect shall serve in a capacity of understudy to the President to learn the operation, communication, and duties associated with leading the NCPEID. The President-Elect will collect written reports from the Board of Directors and then create a written summary that will be presented to the Executive Committee at the Annual Conference and/ Board meeting.

As President (2024-2026)

The President shall preside at the meetings of the Executive Committee, Board of Directors, and shall be an active member, with right to vote. They shall also, at the Annual Conference of NCPEID and such other times as he or she deems proper, communicate to the NCPEID or to the Board of Directors on such matters and make

such suggestions as may in their opinion tend to promote purposes of the NCPEID and shall perform such other duties as are necessarily incident to the office of the President, including submission of an annual report to the membership. The President will serve a four-year term, the first year serving as President-Elect. The President-Elect will attend all meetings of the Board of Directors and assist with membership recruitment, and become familiar with all operational aspects of the NCPEID. The President shall oversee all functions and management of the NCPEID website.

#### As Immediate Past President (2026-2027)

It shall be the duty of the Immediate Past President to assist with the transition of new Executive Committee members and Board of Directors following service as President. The Immediate Past President will hold a dual position on the Executive Committee and Board of Directors in the capacity of steward of the Board of Directors. The overall role of the Immediate Past President is to assist the President in keeping the continuity in management, projects, and business activities of NCPEID.

#### **Members at Large (2023-2025)**

Four Members at Large (MAL) shall be elected for two-year terms and will serve staggered terms of office. Two of the four Members at Large will be elected each year. Each MAL will have specific roles as designated by the COB. Two MAL shall be responsible for assisting the Vice President with the conference program planning. One member will serve as Chair of the Nominations/Elections Committee and one member will serve as Chair of the Membership Committee. As Chairs for each of these committees, they will assume the duties of recruiting committee members to serve on the respective committees. The MAL will communicate all committee activity to their respective Chair or COB via electronic, voice, or written media on a regular basis. Information from these communications will contribute to the COB's annual report. MAL are allowed to serve longer if needed to complete a project. In addition, the Members At Large shall submit membership highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*.

#### **Student Representative (2023-2025)**

Two Doctoral level Student Representatives shall be elected and serve two years on staggered rotation. Doctoral level students with at least one year completed in their program are eligible. Duties include (1) coordinating the poster sessions at the Annual Conference; (2) developing and implementing an evaluation presentations, etc (3) attending all board meetings; (4) disseminating NCPEID information at their respective State AHPERD/SHAPE or CEC conferences and other professional meetings; and (5) assisting with student recruitment from graduate programs around the country in support of the Nominations and Elections Committee and other activities within the

committees. In addition, the Student Representatives shall submit APE and/or APA student highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*.

### **Historian (2023-2025)**

The Historian shall document the policies of the NCPEID and provide historical record of NCPEID documents as it moves toward realization of its mission. The Historian will report on projects, collected information, and other work conducted during the previous year at the Annual Conference. The Historian shall serve as the bookkeeper of NCPEID historical documents and manage any virtual storage files (e.g., google drive, drop box, icloud, etc.). The Historian shall serve a two-year term.

### **Research Consortium Chair (2023-2025)**

The Research Chair shall oversee identified research teams and research activities conducted under the umbrella of NCPEID. The Research Chair will develop and/or maintain a directory of membership related to research skills and interests. In addition, the Research Chair shall submit research highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*. The Research Chair shall serve a two-year term.

### **Awards Committee Chair (2023-2026)**

The Awards Committee Chair will maintain and implement the awards process. The Awards Chair conducts the presentation of the awards at the annual conference. The Chair needs to make sure that all awards information stays up to date on the NCPEID website. The Chair will have regular contact with the President regarding the solicitation of nominations. The Chair is responsible for having the plaques made and brought to the Annual Conference/Award's Presentation. In addition, the Awards Chair shall submit awards highlights and other related information to the Editor In Chief of the quarterly published membership newsletter *The Advocate*.