An Appeal from the ASCD Nominations Committee

Unprecedented challenges face educators and the organizations that serve those engaged in education. ASCD needs selfless leaders who will provide the wisdom, vision, and energy to turn these challenges into opportunities. As the transition to ASCD’s new governance structure continues, the 2004-05 Nominations Committee invites all members to self-select or to submit names of individuals who are interested in being nominated for strategic leadership positions within the organization. The application deadline is **January 31, 2005**.

In 2005, the General Membership election will fill positions for President-Elect (one position), Board of Directors (two positions), Review Council (one position), and Leadership Council Members-at-Large (six positions).

The Nominations Committee will also seek candidates from the Leadership Council to fill three positions on the Board of Directors to be elected by Leadership Council members.

Charles Patterson  
Chair, 2004-05 Nominations Committee
INFORMATION ON CANDIDATE RECOMMENDATIONS

The ASCD Nominations Committee would like to receive recommendations for candidates in the 2005 ASCD General and Leadership Council elections. Members are encouraged to (a) nominate candidates or (b) self-nominate. ASCD staff and members of the Nominations Committee are prohibited from submitting nominations. All of the documentation listed below is required and should be mailed as one packet, with one exception—confidential letters of recommendation should be mailed by the writers directly to the Nominations Committee chair.

- a Candidate Nomination Form. Two versions of this form are included—one to be completed by the person recommending a candidate, and one to be completed by a person who is self-nominating.
- a Candidate Verification Form (*to be completed by the candidate*)
- a Candidate Resume Summary (*to be completed by the candidate*)
- a Candidate “Statement of Interest” for seeking a leadership position (*to be completed by the candidate*)
- confidential letters of recommendation (*to be mailed by the writer directly to the chair*)
  - for President-elect: three (no more than three)
  - for Review Council, Board of Directors, and Leadership Council: two

*Please note:* All candidates will be considered according to position criteria, but no candidate is guaranteed a position on the slate of nominees.

The **CANDIDATE NOMINATION FORM, CANDIDATE VERIFICATION FORM** (completed by the candidate), **CANDIDATE RESUME SUMMARY** (completed by the candidate), **CANDIDATE STATEMENT OF INTEREST** (completed by the candidate), and **LETTERS OF RECOMMENDATION** should be postmarked or received by the chair no later than **January 31, 2005**. The forms and letters should be addressed to:

Charles Patterson, Chair  
2004-05 Nominations Committee  
Killeen Independent School District  
P.O. Box 967  
200 North W.S. Young Drive  
Killeen, Texas  76540-0967  
phone: 254/501-0006  
fax: 254/526-3103  
E-mail:  charles.patterson@killeenisd.org

Thank you for your nomination! (Please see next page for position qualifications.)
POSITION QUALIFICATIONS

ASCD Policy related to the nominations process includes the following:

302.4 No person is eligible to be nominated for the same elective office in two consecutive years. Elective office is defined as position title rather than by type of election.

302.5 No person is eligible to be nominated a second time for a post to which he or she has previously been elected and in which he or she served.

As a result of action taken by the Executive Council in June 2001, Policies 302.4 and 302.5 are to be interpreted in such a manner that former Executive Council members are not eligible to serve on the Board of Directors and former members-at-large of the Board are not eligible to serve as members-at-large on the Leadership Council.

Members of the Leadership Council who are nominated for Leadership Council positions on the Board of Directors must be Leadership Council members at the time their nomination is submitted.

President-Elect - Membership in ASCD for at least the five years prior to nomination. Commitment to participate in numerous meetings and activities throughout the year. Demonstrated leadership accomplishments—scholarship, significant professional contributions; knowledge of current educational issues; effective communication skills; willingness to attend numerous functions and meetings throughout the year; support of ASCD’s values and concepts. Knowledge of purposes, goals, and plans of ASCD. Experience on the Board of Directors is highly recommended.

Review Council member - Membership in ASCD for at least the four years prior to nomination. Demonstrated skills in research, analysis, synthesis, communications, and collaboration. Demonstrated knowledge of ASCD’s policies, practices, and procedures. Commitment to participate in several meetings throughout the year. Committed to identifying and prioritizing issues through the use of flexible and multiple methods with the membership and governing bodies.

Board of Directors - Membership in ASCD for at least the four years prior to nomination. Must have demonstrated leadership in education and in the Association. Need demonstrated collaborative and communicative skills. Commitment to policies, programs, and services of the Board and ASCD. Commitment to participate by active involvement at scheduled meetings and Annual Conference. Must have evidence of active involvement in the Association (e.g., committees, Annual Conference, Leadership Council). Participation in affiliates is desirable.

Members-at-large of the Leadership Council - Membership in ASCD for at least the two years prior to submission of nomination. Demonstrated leadership—e.g., technical specialist; department head/team leader; teacher mentor; administrator; commitment to participate and be actively involved in leadership meetings and activities, including the Annual Conference.

| CANDIDATES FOR PRESIDENT-ELECT, BOARD OF DIRECTORS, AND REVIEW COUNCIL MUST BE PRESENT FOR AN INTERVIEW WITH THE NOMINATIONS COMMITTEE ON FRIDAY, APRIL 1, 2005, OR SATURDAY, APRIL 2, 2005. |
| New for 2005: Nominees selected by the Nominations Committee as candidates for President-Elect are expected to participate in the “Meet the Candidates” forum on Sunday, April 3. |
ASCD CANDIDATE NOMINATION FORM
(This form is to be used by the person nominating another member for a leadership position.)

(Your name)                                  (Name of person nominated)

I recommend the above individual for consideration by the Nominations Committee. The
preference of position is ranked with 1 (one) indicating the highest rank. (Candidates are
couraged to select all positions in which they have an interest.)

President-Elect:  __________  Board of Directors:  _______________________
Review Council:  __________  Leadership Council:  _______________________

Information on the Candidate

Dr.  Mr.  Mrs.  Ms.
Title/Current Position:  _________________________________________________________

Business Address:  ____________________________________________________________

____________________________________________________________________________

Phone:  _______________  Fax:  ________________  E-mail:  _________________________

Home Address:  _______________________________________________________________

____________________________________________________________________________

Phone:  _______________  Fax:  ________________  E-mail:  _________________________

Is the person you are nominating:

(1) a current ASCD member?  Yes       No
       If yes, for how many years?  _____________________________

(2) a current affiliate member?  Yes       No
       If yes, which affiliate?  ______________________________
       If yes, for how many years?  _____________________________

Has the nominee confirmed that he or she will accept nomination for any offices checked on this
form?  Yes       No

Nomination Forms for 2005 Elections 4
ASCD CANDIDATE NOMINATION FORM
(to be completed by person who is self-nominating)

___________________________________
(Your name)

I would like to be considered by the Nominations Committee for the following position(s). The preference of position is ranked with 1 (one) indicating the highest rank. (Candidates are encouraged to select all positions in which they have an interest).

President-Elect: __________ Board of Directors: ________________
Review Council: __________ Leadership Council: ________________

Dr.       Mr.       Mrs.       Ms.

Title/Current Position: ________________________________________________

Business Address: ___________________________________________________________________

____________________________________________________________________________
Phone: _______________ Fax: _______________ E-mail: _________________________

Home Address: ___________________________________________________________________

____________________________________________________________________________
Phone: _______________ Fax: _______________ E-mail: _________________________

Are you:

(1) a current ASCD member?  Yes  No
   If yes, for how many years?  _______________________

(2) a current affiliate member?  Yes  No
   If yes, which affiliate?  _______________________
   If yes, for how many years?  _______________________

Will you accept nomination for any offices checked on this form?  Yes  No
INFORMATION ON REQUIRED LETTERS OF RECOMMENDATION

It is the candidate’s responsibility to contact persons to submit letters of recommendation on their behalf.

Letters of recommendation are required as follows: for President-Elect—3 (no more than 3); for Review Council, Board of Directors, and for Leadership Council—2.

Please list below the names and phone numbers of those persons you have requested to submit letters of recommendation:

(1)___________________________________________________________________________
(2)___________________________________________________________________________
(3)___________________________________________________________________________

This form must be included in the packet that is mailed to:

Charles Patterson, Chair
2004-05 Nominations Committee
Killeen Independent School District
P.O. Box 967
200 North W.S. Young Drive
Killeen, Texas  76540-0967
phone: 254/501-0006
fax: 254/526-3103
E-mail:  charles.patterson@killeenisd.org

Special note: Candidates must provide the persons writing a recommendation on their behalf with a copy of the form entitled “letter of recommendation.” It is essential that the letter of recommendation contain the information identified on this form for the candidate’s packet to be considered complete.
LETTER OF RECOMMENDATION
(to be completed by persons submitting letters of recommendation)

Candidates should ensure that persons submitting letters of recommendation on their behalf receive the following information, which is to be completed and attached to the letter of recommendation.

To: Persons Submitting Recommendations on Behalf of Candidates for ASCD Leadership Positions

Letters should include the following items:

- identification of specific evidences of the nominee’s leadership skills
- examples of the nominee’s contributions to education, ASCD, and/or an affiliate
- compelling information that makes the candidate uniquely qualified to serve in a leadership position (not a summary of the nominee’s participation or experience in educational organizations—this information is provided by the candidate).

Please do not send additional support material.

Candidate’s name: _____________________________________________________

Info on person submitting letter of recommendation

Name: ________________________________________________________________
Position: _____________________________________________________________
Address: _____________________________________________________________
                                                                                      
Phone: ___________________________ Date: _____________________________

Letters of recommendation are required as follows: for President-Elect--3 (no more than 3); for Review Council, Board of Directors, and for Leadership Council--2.

This form and an attached letter of recommendation should be mailed directly to:

Charles Patterson, Chair
2004-05 Nominations Committee
Killeen Independent School District
P.O. Box 967
200 North W.S. Young Drive
Killeen, Texas 76540-0967
phone: 254/501-0006
fax: 254/526-3103
E-mail: charles.patterson@killeenisd.org
ASCD CANDIDATE VERIFICATION FORM
(to be completed by the candidate)

Dr.  Mr.  Mrs.  Ms.  Name:  ________________________________

Address:  ________________________________________________

_____________________________________________________________________

Title/Current Position:  _____________________________________________

Phone:  _______________  Fax:  ________________  E-mail:  _______________________

Please indicate the position(s) for which you would like to be considered. If you would like to be considered for more than one position, numerically rank those positions, with (1) indicating the highest preference. Please review the Candidate Fact Sheet before completing the information below.

_____  President-Elect (Qualifications:  Membership in ASCD for at least the five years prior to nomination. Commitment to participate in numerous meetings and activities throughout the year. Demonstrated leadership accomplishments—scholarship, significant professional contributions; knowledge of current educational issues; effective communication skills; willingness to attend numerous functions and meetings throughout the year; support of ASCD’s values and concepts. Knowledge of purposes, goals, and plans of ASCD. Experience on the Board of Directors is highly recommended.)

_____  Review Council (Qualifications:  Membership in ASCD for at least the four years prior to nomination. Demonstrated skills in research, analysis, synthesis, communications, and collaboration. Demonstrated knowledge of ASCD’s policies, practices, and procedures. Commitment to participate in several meetings throughout the year. Committed to identifying and prioritizing issues through the use of flexible and multiple methods with the membership and governing bodies.)

_____  Board of Directors: (Qualifications:  Membership in ASCD for at least the four years prior to nomination. Must have demonstrated leadership in education and in the Association. Need demonstrated collaborative and communicative skills. Commitment to policies, programs, and services of the Board and ASCD. Commitment to participate by active involvement at scheduled meetings and Annual Conference. Must have evidence of active involvement in the Association, e.g., committees, Annual Conference, Leadership Council. Participation in affiliates is desirable.

_____  Members-at-large of the Leadership Council: Membership in ASCD for at least the two years prior to submission of nomination. Demonstrated leadership—e.g., technical specialist; department head/team leader; teacher mentor; administrator; commitment to participate and be actively involved in leadership meetings and activities, including the Annual Conference.
Please respond to the following questions:

- Are you a current member of ASCD? Yes  No
  How many years have you been an ASCD member? _______________________

- Are you a current member of an ASCD affiliate? Yes  No
  If yes, which one?___________________________________________________
  How many years? __________________________________________________

- Are you willing to attend all required meetings if elected? Yes  No
  Were you on the ballot for any of these positions last year? Yes  No
  If so, which position? _______________________________________________

- If you have served on the Executive Council, please provide dates: ___________

PLEASE SUBMIT A ONE-PAGE, DOUBLES PACED REFLECTIVE STATEMENT SUMMARIZING WHY YOU ARE INTERESTED IN HOLDING AN ASCD LEADERSHIP POSITION. INCLUDE YOUR PERSONAL LEADERSHIP PHILOSOPHY AND SPEAK TO YOUR ABILITIES AS THEY PERTAIN TO THE SPECIFIC REQUIREMENTS OF THE OFFICE YOU ARE SEEKING.

Candidates for President-Elect, Board of Directors, and Review Council must be present for an interview with the Nominations Committee on Friday, April 1, 2005, or Saturday, April 2, 2005. New for 2005: Nominees selected by the Nominations Committee as candidates for President-Elect are expected to participate in the “Meet the Candidates” forum on Sunday, April 3.

ASCD Policy
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Members of the Leadership Council who are nominated for Leadership Council positions on the Board of Directors must be Leadership Council members at the time their nomination is submitted.
ASCD Candidate Resume Summary
(to be completed by candidate)

Please do not attach a vita to this form; thank you!

Dr.  Mr.  Mrs.  Ms.  Name:  ________________________________

Business Address:  ________________________________________________

____________________________________________________________________________

Phone:  _______________  Fax:  ________________  E-mail:  _________________________

Home Address:  _____________________________________________________________

____________________________________________________________________________

Phone:  _______________  Fax:  ________________  E-mail:  _________________________

ASCD Participation
Date(s)  Activities
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

ASCD Affiliate Participation
Date(s)  Activities
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### Professional Work Experience

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### Other Professional Activities

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### Other Leadership Activities (please identify your leadership experiences other than ASCD-related, including both educational and non-educational experiences)

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### Education

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<th>Degree(s)</th>
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Letters of recommendation are required as follows: for President-Elect--3 (no more than 3); Review Council, Board of Directors, and Leadership Council--2. All recommendations are confidential and each must be in a sealed envelope and mailed directly to the Nominations Committee chair.
(OPTIONAL)

Please check the appropriate response so that the Nominations Committee can meet ASCD’s policy of a diverse slate.

1. Your gender: Male   Female

2. Your ethnic group: Asian
   East Asian
   Black
   Caucasian
   Hispanic
   Native Peoples
   Pacific Islander
   If none of the above, please specify __________________________

3. Your age:  20-25
   26-35
   36-45
   46-55
   56-65
   Over 65

4. Geographic Area:  U.S. -
   Northeast (list state) __________________
   Mid-Atlantic (list state) ___________
   Southeast (list state) ________________
   Midwest (list state) ______________
   Southwest (list state) ____________
   West (list state) _________________
   Non-U.S. -
   Canada (list province) ____________
   Caribbean (list country) __________
   Asia (list country) _________________
   South America (list country) _______
   Europe (list country) ______________
   Other (list country) ________________

5. Role: Administrator
   Private sector
   Teacher
   University
   Other (please specify) ___________

6. Urban
   Suburban
   Rural
## Candidate Fact Sheet

As you consider your nomination, become familiar with the information below:

<table>
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<tr>
<th>OFFICE</th>
<th>QUALIFICATIONS</th>
<th>ASCD SUPPORT</th>
<th>INDIVIDUAL EXPENSES</th>
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<tr>
<td>President-Elect</td>
<td>Membership in ASCD for at least the five years prior to nomination. Commitment to participate in numerous meetings and activities throughout the year. Demonstrated leadership accomplishments—scholarship, significant professional contributions; knowledge of current educational issues; effective communication skills; willingness to attend numerous functions and meetings throughout the year; support of ASCD’s values and concepts. Knowledge of purposes, goals, and plans of ASCD. Experience on the Board of Directors is highly recommended.</td>
<td>Support is provided consistent with established guidelines. Appropriate budget resources are provided to support officers.</td>
<td>Annual Conference Expenses</td>
</tr>
<tr>
<td>Review Council</td>
<td>Membership in ASCD for at least the four years prior to nomination. Demonstrated skills in research, analysis, synthesis, communications, and collaboration. Demonstrated knowledge of ASCD’s policies, practices, and procedures. Commitment to participate in several meetings throughout the year. Committed to identifying and prioritizing issues through the use of flexible and multiple methods with the membership and governing bodies.</td>
<td>Support is provided consistent with established guidelines.</td>
<td>Annual Conference Expenses</td>
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<td>Board of Directors</td>
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<td>Annual Conference Expenses</td>
</tr>
<tr>
<td>Members-at-Large of the Leadership Council</td>
<td>Membership in ASCD for at least the two years prior to submission of nomination. Demonstrated interest in education issues and planning. Demonstrated leadership—e.g., technical specialist; department head/team leader; teacher mentor; administrator; commitment to participate and be actively involved in leadership meetings and activities, including the Annual Conference</td>
<td>n/a</td>
<td>Annual Conference Expenses</td>
</tr>
</tbody>
</table>
Candidate Check-Off List
(final review of material to be submitted)

Please indicate that you have completed the following information by adding a checkmark:

Did you check off the position(s) of interest?

Did you review the criteria for the position(s) of interest?

Did you rank your positions of interest if you are applying for more than one position?

Did you complete all the required candidate forms?

Did you include your statement of interest in seeking a leadership position?

Have you completed the “Information on Required Letters of Recommendation” form?

Have you sent the “Letter of Recommendation” form to persons you’ve asked to provide a letter of recommendation?

Note: Should you be selected as a candidate, ASCD maintains a policy of “no campaigning,” which prohibits the distribution of printed literature announcing your candidacy.

Please check all phone and fax numbers to ensure they are clearly written--thank you!

This completed packet should be sent no later than January 31, 2005, to:

Charles Patterson, Chair
2004-05 Nominations Committee
Killeen Independent School District
P.O. Box 967
200 North W.S. Young Drive
Killeen, Texas 76540-0967
phone: 254/501-0006
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