

# 2017 ASCD Board of Directors' Call to Serve



## Application for a Position on the ASCD Board of Directors



**ASCD is a global community dedicated to excellence in learning, teaching, and leading.  
ASCD's innovative solutions promote the success of each child.**

The ASCD Nominations Committee is now seeking qualified candidates to fill two positions on the 2018 Board of Directors. Board members serve a four-year term. Completed applications are due by 11:59 p.m. eastern time on September 30, 2017.

### **BOARD OF DIRECTOR POSITION DESCRIPTION**

The Board of Directors is responsible for ensuring that ASCD's policies, programs, and services are consistent with ASCD's values and beliefs. The Board's constitutionally defined responsibilities include the following:

- Approve ASCD's strategic framework.
- Fulfill ASCD's fiduciary responsibilities.
- Align resources to the strategic framework and approve the budget to accomplish that framework.
- Allocate ASCD's resources.
- Establish external and internal reviews to improve ASCD's effectiveness.
- Establish working groups to accomplish the work of the Board.
- Adopt, revise, and monitor the implementation of policies and position statements.
- Take action in response to recommended positions and convene the ASCD Forum, if necessary.
- Elect a president and a vice president from the Board of Directors.
- Employ and annually review the performance of the Executive Director.
- Fill vacancies until the next election of the Board members elected by the general membership.
- Review and take action on recommendations for the constitutional review process.
- Review and approve applications for affiliate status and ASCD partnerships and alliances.
- Examine, on a regular basis, its own performance and invest in Board development.

In addition, ASCD policies for members of the Board of Directors identify some specific expectations:

- Follow all conflict-of-interest, confidentiality, and ethics policies.
- Serve on committees and task forces (upon appointment).
- Work in concert with the Executive Director and other members of the Board of Directors.

### **TIME COMMITMENT**

Board members serve a four-year term. Potential candidates must commit to attending four meetings of the Board of Directors each year:

1. **Summer**—two days in July (usually during the same week as the [Leader to Leader \(L2L\) conference](#))
2. **Fall**—two days at ASCD in October or November
3. **Winter**—two and a half days at ASCD in January or February
4. **Spring**—two days, just prior to [EMPOWER19 \(formerly, Annual Conference\)](#)

The Nominations Committee requires applicants selected for an interview to submit an approval from their supervisors to attend these meetings.

In addition to meetings, Board members are expected to serve as active participants on Board subcommittees and task forces upon appointment.

## **PATHWAYS TO BOARD SERVICE**

Individuals may

- **Self-nominate**—Professionals may submit an application based on interest and successful experience in a leadership position.
- **Be recruited**—Professionals may be recruited to submit an application if they have demonstrated success in a leadership position, meet the criteria described, and possess the skill sets outlined in the application form.
- **Be recommended**—ASCD's Constitution (Article V, Section 1) states that "the Board of Directors shall be composed of eight members (elected at large by the general membership), who shall each serve a term of four years; up to three members (appointed by the Board of Directors), who shall each serve a term of up to four years to ensure diversity; and the Executive Director." The Board Competencies Committee may recommend someone to serve based on demonstrated success of leadership capacity to meet the requirement for diverse representation in ASCD governance. In this case, the recommendation is voted on by members of the Board of Directors.

(Self-nomination, recruitment, or recommendation does not automatically ensure candidacy.)

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## **REQUIREMENTS FOR BOARD POSITIONS**

1. Applicants for positions on the Board of Directors are required to be individual members of ASCD.
2. Applicants must complete the online application that includes four essay questions and submit three letters of recommendation by 11:59 p.m. eastern time on **September 30, 2017**.
3. The Board of Directors has identified the following valued characteristics and skills for new Board members:

**Vision and Leadership**: the ability to see the big picture and to help create and, if necessary, reset strategy and policy to help the organization achieve its mission

**Advocacy, Stewardship, and Integrity**: the ability to serve and promote the interests and goals

of the organization without forgetting the interests of the public and the organization's intended beneficiaries

**Knowledge:** the willingness to become thoroughly familiar with the mission of ASCD and how the organization carries out its mission through its organizational structure and operations

**Personal Commitment and Diligence:** the willingness to take the necessary time and make the necessary effort to fulfill Board responsibilities, including understanding strategic, financial, and operational issues facing the organization

**Collegiality:** the ability to work well with others and show respect for the ideas and views of fellow Board members and staff; the understanding that the Board operates as a body

**Involvement in ASCD:** may include participation in ASCD's constituent programs and services (e.g., Affiliates, Connected Communities, Emerging Leaders, Professional Interest Communities), award programs, committees, conferences, and other ad hoc groups.

## **ASCD BOARD OF DIRECTORS COMPETENCIES**

The ASCD Nominations Committee seeks candidates who will balance the skills and experience of current Board members to create the most effective ASCD Board overseeing the association's strategic framework. The ASCD Nominations Committee is seeking candidates with

- Global perspective and experience working across international and cultural boundaries.
- Working knowledge of potential technology to support and enhance learning, teaching, and leading.
- Demonstrated experience applying financial and business acumen to accomplish strategic priorities of an organization.
- Distinguished professional accomplishments that complement the goals of an organization.
- Demonstrated knowledge of the role of advocacy in supporting and promoting an organizational mission.
- Experience as a member or leader on a board of directors of a for-profit or not-for-profit organization.
- Experience using data and research to support strategic decision making.
- Demonstrated oral and written communication skills.
- Experience leading and managing transformational change.
- Experience as a leader who facilitates and encourages creativity and innovation.

## **SELECTION PROCESS**

1. Completed applications must be received no later than 11:59 p.m. eastern time on **September 30, 2017**.
2. Three letters of recommendation are required for an application to be considered complete.

**Applicants, in order to forward the letter of recommendation form, please copy and paste the following hyperlink in an E-mail to each individual writing a letter of recommendation on your behalf: [Letter of Recommendation Form](#)**

Recommendation letters will be accepted until the application deadline of **September 30, 2017**. Applicants should follow up with persons writing recommendations to ensure that their letters are received by ASCD on or before this date.

3. The [ASCD Nominations Committee](#) will review all applications. Selected applicants will proceed through the interview and selection process carried out by the members of the ASCD Nominations Committee.
4. Interviews will be conducted via video conferences in November 2017.

5. All applicants will be notified of their status no later than December 31, 2017.

Send all correspondence or questions to

Jonathan Mendez  
Project Manager  
1703 N. Beauregard Street  
Alexandria, VA 22311-1714  
E-mail: [jonathan.mendez@ascd.org](mailto:jonathan.mendez@ascd.org)  
Phone: 703-575-5682

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### INSTRUCTIONS

- Please allow approximately 30–60 minutes to complete the application. We recommend gathering the necessary information for the application beforehand and completing the online application in one sitting. **You will not be able to save your work.** If you would like to prepare your responses prior to completing the application, [you can download a PDF of the application here](#).
- Review the Board of Director Position Description, Time Commitment, Requirements for Board Positions (including valued characteristics), and the Board of Director Competencies sections before you complete the form.
- Complete the required fields in each section (Contact Information, Résumé, Essay Questions, and Letters of Recommendation).
- Be sure to forward the [Letter of Recommendation Form](#) to each person writing a letter on your behalf. **Letters will be accepted until the application deadline of 11:59 p.m. eastern time on September 30, 2017.**
- **Submit your completed application no later than 11:59 p.m. eastern time on September 30, 2017.** You will receive an e-mail confirmation that your application was received. If you don't receive this confirmation, please send an e-mail to Jonathan Mendez at [jonathan.mendez@ascd.org](mailto:jonathan.mendez@ascd.org).
- Print a copy of your completed application for your records.

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## CONTACT INFORMATION

Fields with a red asterisk are required.

**First Name\***

**Middle Name**

**Last Name\***

**E-mail Address\***

**Alternate E-mail Address**

**Current Title/Position/Role\***

**Organization\***

**Main Phone\***

**Work Phone**

**Home Street Address \***

**City\***

**State/Province\***

**ZIP Code/Postal Code\***

Please enter 00000 if you do not have a ZIP/postal code.

**Country\***

**Link to blog or website**

**How did you learn about the position for which you are applying?\***

**RÉSUMÉ**

Please upload or copy and paste a copy of your current résumé below.

- Specify ASCD participation (include affiliate, connected community, network, committee, etc.)
- List the names and dates of any ASCD activities in which you have participated (e.g., committees, conferences).
- Identify when your ASCD membership expires.

**Please upload your résumé or copy and paste it in the box below.**

<div class="richtext"></div>

**Select file to upload:**

(click "Browse" button below to locate file)

File size restricted to: 4194304 KB

File type restricted to: No file type restrictions.

No file chosen

File Name: (limit 255 characters)

File Description: (limit 255 characters)

Files Uploaded:

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## ESSAY QUESTIONS

**1. From the competencies listed below, choose three that are particular strengths and describe your abilities as they pertain to the requirements of the position.**

### ASCD BOARD OF DIRECTORS COMPETENCIES

- Global perspective and experience working across international and cultural boundaries.
- Working knowledge of potential technology to support and enhance learning, teaching, and leading.
- Demonstrated experience applying financial and business acumen to accomplish strategic priorities of an organization.
- Distinguished professional accomplishments that complement the goals of an organization.
- Demonstrated knowledge of the role of advocacy in supporting and promoting an organizational mission.
- Experience as a member or leader on a board of directors of a for-profit or not-for-profit organization.
- Experience using data and research to support strategic decision making.
- Demonstrated oral and written communication skills.
- Experience leading and managing transformational change.
- Experience as a leader who facilitates and encourages creativity and innovation.

\*

*Please limit your response to 500 words and spell-check your entry.*

**2. Write a memo to a large organization, reaching out to establish a partnership with ASCD.\***

*Please limit your response to 500 words and spell-check your entry.*

**3. Describe a recent action that you have taken in a professional setting that relates to ASCD's mission, goals, or values.\***

*Please limit your response to 500 words and spell-check your entry.*

**4. Do you possess experience in non profit governance? If so, how did your involvement advance the organization? How would your experience apply to ASCD, where a small board of directors governs a large, complex organization?\***

*Please limit your response to 500 words and spell-check your entry.*

**LETTERS OF RECOMMENDATION**

Applicants must ensure that ASCD receives letters of recommendation by the application deadline of 11:59 p.m. eastern time on **September 30, 2017**. It is the applicant’s responsibility to

1. Provide each contact with the link to the [Letter of Recommendation Form](#). (Three letters of recommendation are required for the application to be considered complete.)
2. Inform the contacts that their letters should be no more than one page in length and should address how the applicant or the applicant’s work reflects any of the following core competencies:
  - Global perspective and experience working across international and cultural boundaries.
  - Demonstrated knowledge of today's learners and learning environment
  - Demonstrated experience applying financial and business acumen to accomplish strategic priorities of an organization
  - Demonstrated knowledge of the role of advocacy in supporting and promoting an organizational mission
  - Experience using data and research to support strategic decision making
  - Experience leading and managing transformational change

All recommendations are confidential. Letters of recommendation can be submitted electronically to Jonathan Mendez via Email: [jonathan.mendez@ascd.org](mailto:jonathan.mendez@ascd.org).

Please provide the name and phone number of each person from whom you have requested a letter of recommendation, along with a brief description of his/her role or your relationship to him/her.\*

1.
2.
3.

**OPTIONAL DEMOGRAPHIC DATA**

Please help the ASCD Nominations Committee ensure a diverse slate of candidates by providing the following demographic information. If you do not wish to complete this section, you may go on to the next section.

**Gender**



Male

Female

**Date of Birth**

**What best describes your ethnic background? Please select all that apply.**

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to answer
- Other (please specify)

**Geographic Location**

(Where you work most)

Urban

Suburban

Rural

**Please select your current position and your previous experience.**

	<b>Current</b>	<b>Previous</b>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Assistant Principal/Associate Principal	<input type="checkbox"/>	<input type="checkbox"/>
Principal	<input type="checkbox"/>	<input type="checkbox"/>
Assistant/Associate Superintendent	<input type="checkbox"/>	<input type="checkbox"/>
Superintendent	<input type="checkbox"/>	<input type="checkbox"/>
Central Office	<input type="checkbox"/>	<input type="checkbox"/>
Higher Education	<input type="checkbox"/>	<input type="checkbox"/>
Education Technology	<input type="checkbox"/>	<input type="checkbox"/>
Non-Profit Organization	<input type="checkbox"/>	<input type="checkbox"/>
Government Agency	<input type="checkbox"/>	<input type="checkbox"/>
Retired	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

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Please check the box below to verify your application.\*

By checking this option, you are signing this application.

- I certify that all the statements made here are true, complete, and accurate to the best of my knowledge.