

## 2019 Application for Officer Candidate

### *President-elect or Vice President*

**Nomination Process.** If you are interested in serving as an officer of the Kentucky Association of School Administrators (KASA), please review this document and complete the nomination form on page 3. If additional information is needed, please contact KASA's Executive Director Wayne Young at (800) 928-KASA or wayne@kasa.org.

### General Information

**Service as an officer** in KASA is an opportunity for school administrators to contribute to the improvement of public education in the commonwealth, to strengthen the education profession, and to enhance their professional and personal growth.

**Those who are chosen** to serve in a leadership position in the Association should have the confidence, respect, and cooperation of the membership.

**Those who accept** a leadership position should be fully committed to the Association and to the completion of the responsibilities of the office.

**Those who are selected as officer** model and promote a spirit of optimism while encouraging and demonstrating a growth mindset expectation for all aspects of the organization.

**It is a professional honor** to be chosen as an officer in KASA, an honor that is established both by the respect of the membership and by the dedication and performance of the officer.

**The KASA Constitution provides** for the offices of President, President-elect, Vice President, and Immediate Past President. Each officer is elected for one year, with the offices of Vice President and President-elect open for election each year. After one year of service, the President-elect becomes President and the President becomes Immediate Past President.

**The responsibilities** and the demands for time and involvement increase with each higher office, with the greatest responsibilities upon the President.

### Eligibility Criteria

Candidates must meet the following eligibility criteria:

1. Be an active member of KASA the past five (5) consecutive years and have completed at least one term on a KASA standing committee or the Board of Directors.
2. Be nominated by a colleague who is an active member of KASA.
3. Agree to the nomination and the responsibilities listed on the next page.
4. Confirm you have adequate time to devote to the office and the freedom to travel on behalf of KASA.
5. Have full approval and support from your superintendent and/or board of education before accepting an office, if from a local school district, or from the chief officer, if from an agency or institution.

## Responsibilities

1. Be free to travel both during the weekdays and weekends throughout the year.
2. Fulfill the responsibilities of the office while completing the tasks of your assigned administrative position.
3. Attend all Board and Executive Committee meetings as outlined in KASA's Constitution and Bylaws.
4. Attend special called meetings and hearings, except in case of an emergency.
5. Be knowledgeable of basic parliamentary procedure and skilled at facilitating various group meetings, including Board and Executive Committee meetings.
6. Represent all KASA members rather than any particular group of school administrators, placing the objectives of KASA above the objectives of any individual or affiliate group.
7. Be willing to speak out on issues on behalf of KASA and public education, even though the position may be unpopular with certain groups of educators or those with whom you work on a daily basis.
8. Be willing and fully prepared to speak before groups on behalf of KASA.
9. Stay knowledgeable about current educational issues of interest to both the affiliates and KASA.
10. Have knowledge of the total public education system in Kentucky (instruction, finance, governance, etc.).
11. Be knowledgeable about operations, governance, services, and status of the Association.
12. Be willing and prepared to discuss the Association with both members and nonmembers.
13. Serve on special committees, task forces, and work groups outside of KASA.
14. Represent KASA at statewide meetings of other education interest groups and the affiliate organizations.
15. Assist, as needed, with direct lobbying efforts in Frankfort during the Kentucky General Assembly.
16. Meet, upon request, with KASA regional groups.
17. Assist with the long-range development of the Association and advise the Board of Directors and staff.
18. Show support for continuous improvement of member benefits and services through active participation and ongoing monitoring of KASA membership recruiting and retention efforts.
19. Understand the type of support provided each officer by the Executive Director and office staff and constraints of time under which they work.
20. Attend the KASA annual leadership institute and assist with the general sessions and special events.
21. Help promote the Association and each of its services and activities.

## Steps to Complete the Nomination Process:

1. Complete the nomination form on page 3 and submit to KASA by the stated deadline.
2. Submit the items noted—photograph, résumé, maximum 500-word narrative regarding your experiences as an education leader and vision for KASA; and two letters of recommendation (one from an active KASA member in the candidate's region, who is not employed in the same district as the candidate, and one from an elected officer or the governing body of a KASA affiliate group of which the candidate is a member. An affiliate officer or governing board may submit a recommendation for more than one candidate.)
3. Be interviewed for the position by the nominating committee at the KASA office in Frankfort Tuesday, **June 6, 2019.**
4. Share your vision for KASA as outlined in the application with the committee members during the interview.
5. If elected, begin your term July 19, 2019, at the closing session of KASA's annual leadership institute.

**Deadline to submit application is Friday, May 24, 2019.**

## Nomination Form for KASA Officers

**I. Office for which nomination is made:**  President-elect  Vice President

**II. Nominee Information (Candidate):**

Name			
Position			
School District/Organization			
School (if applicable)			
Office Mailing Address			
Office AC/Phone		Office Email	

**III. Nominee’s Eligibility:**

a. Nominee joined the association in \_\_\_\_\_ and has been an active member for five (5) consecutive years.  Yes  No

b. Nominee has served on KASA’s Board of Directors or a standing committee.  Yes  No

List Committee/Board Service	Dates Served	Capacity
1.		
2.		
3.		

**IV. Nominator Information:**

Name			
Position			
School District/Organization			
School (if applicable)			
Office Mailing Address			
Office AC/Phone		Office Email	

**V. Additional Items** – To complete the nomination; submit the following items, along with this form, to the KASA office by the stated deadline:

- a. Digital photograph of the nominee and his or her résumé;
- b. Narrative completed by the nominee about his or her experiences as an educational leader and vision for KASA, not to exceed 500 words; and
- c. Two letters of recommendation—one from an active KASA member in the candidate’s region, who is not employed in the same district as the candidate, and one from an elected officer or the governing body of a KASA affiliate group of which the candidate is a member. An affiliate officer or governing board may submit a recommendation for more than one candidate.

By my signature, I accept this nomination and confirm my eligibility for the position and my ability to complete the responsibilities outlined on page 2 of this document.

**Nominee's Signature:**

**Date:**

**District Approval:**

**Date:**

**Nominator's Signature:**

**Date:**

**Send completed application and items V. a-c described above to  
Executive Director Wayne Young, KASA, 87 C. Michael Davenport Blvd., Frankfort, KY 40601  
By Friday, May 24, 2019.**