

## **NQA Board Member Basic Requirements / Expectations / Commitments**

Version 1.4 - Monday, January 14, 2019

### **Board Nominee Vetting Process - Minimum Qualification Criterion**

1. Must be a Practitioner or Professional Member of the NQA, in good standing, for a minimum of 1 year prior to being nominated.
  1. Prior NQA committee participation is not required but strongly encouraged
2. Must pass a national level, criminal background check clear of criminal convictions, other than traffic tickets. If the prospective Nominee is found to have criminal convictions other than traffic tickets, the Nominations Committee must then review and approve prospective Nominee's further participation in the election process.
3. If the stated criteria are met, then the prospective nominee will be approved to participate in the election process.
4. If the stated criteria are NOT met, the Nominations Committee reserves the option to request the Ethics Committee or the full NQA Board review the questionable criteria before making a final ruling.
5. A Nominee may request an appeal of the final ruling through the Ethics Committee's appeal process.

**Nominees must review the most recent revision of the NQA BY-LAWS to gain an understanding and perspective on the duties of an NQA Board Member.**

### **Board Member Expectations / Commitments**

1. Once elected, you are required to support an NQA committee based on current needs and your particular skill set. (committees typically meet by phone once per month or so)
2. Term of office is three (3) years with the option for a second term.
  1. Board Members with prior Board service can be nominated again after a 2 year hiatus.
3. Board Members are required to attend two (2) in person board meetings per year

Board Meetings – Are typically held at the same location as, and the Thursday prior to, the NQA Annual Conference – The NQA Conferences are typically held in early summer. The Board Retreats are held in late winter. All dates and locations are decided by the Board a minimum of 6 months in advance to allow for travel plans and individual schedule accommodations.

4. You are also required to attend two scheduled, 2-hour phone meetings per year, typically scheduled as follows but are chosen by the Board a minimum of 6 months in advance:
  - First Sunday evening in May to ratify election results & others items as needed
  - First Sunday evening in October to review annual budget & others items as needed
5. IF URGENT ISSUES ARISE THAT NEED IMMEDIATE ATTENTION, there MAY BE special phone meetings called by the Chairperson or President.
6. Each Board Member is required to pay their own travel expenses to and from Board Meetings.
7. NQA Annual Conference fees are waived for all seated board members. Special pre and post conference programming is NOT included.
8. NQA Annual Dues are waived during service to the Board of Directors. This excludes NQA Instructor or Clinician Certification Dues
9. A per diem check for food and lodging expenses related to the in-person Board Meetings may be issued based on fiscal ability. Amount issued will be based on current GSA standards for the area in which the meetings are held.