

## **Purpose**

The purpose of this packet is to provide information in a written form that a prospective board candidate can review, question, and consider as he/she discerns a commitment to join the NACAR Board of Directors. This is introductory in nature. If the candidate is selected, additional information will be included at the time of the Board orientation. We recommend interested individuals contact a board member and ask questions about board service. Board contact information is located on the NACAR website (<http://nacar.org/whoweare/boardofdirectors.html>).

## **What is NACAR?**

The North American Conference of Associates and Religious (NACAR) is an inter-congregational membership organization that promotes and supports leadership within the Associate movement.

## **We Believe**

- God desires to permeate our culture with the charisms and missions of our various religious congregations.
- God is serious about the future of the Associate way of life as a transformative presence in the church and world.
- There is a need for an intercongregational organization that spans geographical boundaries and facilitates intercultural networking and information sharing around significant issues.
- There is a need to give special attention to associate communities whose congregations are coming to completion.

## **NACAR is committed to ensuring:**

- The people of God recognize that Associate way of life in its various forms is an authentic call of the Holy Spirit for our world and church.
- The Associates-Religious movement remains strong and dynamic.

## **We do this by:**

- Promoting leadership within the Associate-Religious movement through opportunities for ongoing development and leadership training.
- Serving as a catalyst to develop and promote the movement by staying up to date on emerging trends and by sharing resources.
- Seeking opportunities to collaborate with regional partners, and other organizations committed to faith-development and sharing of religious charisms in our world today.
- Offering opportunities to connect, network, and share wisdom with religious congregations of various sizes, charisms, and missions.

### **Time of Transition**

NACAR, as many organizations today, is going through transition. The Board of Directors believes that as good stewards we must proceed with care and due diligence to pursue a plan that will provide the support necessary for the associate way of life to thrive in the future. Perhaps God is calling us to a new way of living out the mission of NACAR. Prospective board members would be joining us in this commitment to explore God's plan for living the mission of NACAR now.

### **Candidate Selection**

Although individuals are often brought to the attention of the Board due to a personal knowledge of an individual already active with NACAR, we encourage interested Associate leaders and/or Religious to apply for the NACAR Board of Directors. Not all applicants are accepted for board membership and no one is accepted immediately. We are seeking candidates who will provide diversity of geographic location, congregations, gender, age, ethnicity, and experience including a balance of vowed religious, associates, and clergy. All factors being equal, no more than one person from a member congregation may serve on the Board of Directors at any one time. Prospective board members should be visionary and global thinkers regarding the associate way of life and the associate-religious relationship; provide a valuable expertise/resource to NACAR and/or the board; and round out representation of the various dimensions of NACAR. Candidates are selected based on their ability to further NACAR's mission and vision through board leadership and governance.

Board members must hold an active membership in NACAR as a primary contact or as a listed member, or as an individual community or non-community member. Prospective board members are also encouraged to serve on a Board committee prior to joining the Board of Directors.

Although a new board candidate may be considered at any time of the year, a new board member will not begin her/his official term on the board until a face-to-face meeting, which is generally held in March/April and November.

### **Time Commitment**

Board Members serve a Three-year term for up to three consecutive terms.

Currently, the Board of Directors meets in-person twice a year for 2.5 days. In addition, the Board of Directors meets via video/conference call at least every-other month. Other special meetings may be called as necessary (i.e. board candidate vetting, strategic planning, etc.). NACAR covers the cost of room and board for in-person meetings. Board members and/or their congregation are responsible for the cost of transportation to the meeting. Travel assistance may be available as necessary and appropriate.

In addition to Board Meetings, all Board members are expected to serve on a Board Committee. Currently there are two committees:

**Communication and Marketing Committee:** Designs, develops, implements, and evaluates communication as a way to share information among NACAR members and supporters, and to coordinate and outreach and marketing with other organization committed to faith-development.

**Member Services Committee:** Designs, develops, implements, and evaluates programs, services, and educational opportunities that promote and support leadership within the Associate-Religious movement.

Collectively, through Board meetings, both committees work to build awareness of the Associate-Religious movement.

## Application Process

**Recruitment:** Recruitment occurs on an ongoing basis depending on the needs at the time.

**Information Gathering:** Interested individuals will find additional general information on the NACAR website ([www.NACAR.org](http://www.NACAR.org)). Interested individuals are encouraged to contact board members (<http://nacar.org/whoweare/boardofdirectors.html>) and ask questions about board service.

**Completion of Application:** Interested individuals complete the application for Board membership and submit it to the NACAR administrative office, and if applicable, to the board member that extended the invitation. Interested candidates are encouraged to send information that will be helpful to the Board in making their decision.

**Phone interview:** A phone interview may be conducted between the candidate and a member of the Board regarding their application and to answer any questions the applicant has about the board.

**Voting:** A completed application and any other relevant documentation i.e., resume, curriculum vitae, will be shared with the full board at the time of the recommendation prior to voting.

**Notification:** Candidates will be notified regarding their status.

### Example Timeline

Term Begins in November		Term Begins in the Spring	
April – September	Recruitment/Application; Information Gathering; Phone interview	December - January	Recruitment/Application; Information Gathering; Phone interview
By October	Board Approval; Send Orientation Packet	By February	Board Approval; Send Orientation Packet
November	Orientation of new member(s) Term begins	March/April	Orientation of new member(s) Term begins

## Traits, Commitment, Responsibility

### Desired Traits of All Board Members

1. Passion and commitment to the Associate way of life and the Associate-Religious movement.
2. An Open-mind ... open heart ... and open will....
  - Willingness to encourage and empower other board members to express their perspective and work toward solutions for the common good.
  - Willingness to accept responsibility for tasks needed to carry-out the mission of the organization.
  - Willingness to take responsibility for when things have gone well *and* when they've gone wrong.
  - Willingness to learn and to encourage others to share their knowledge and experiences.
3. Wisdom and good judgement
  - Willingness to see the broader picture represented by various charisms.
  - Willingness to explore new ways of operating.
  - Willingness to let-go of the known to allow the future to emerge.
4. Respectful of others
  - Willingness to listen thoughtfully and carefully.
  - Willing to remain curious and to receive differing points of view.
  - Willing to thoughtfully contribute to conversations and decision-making.
5. Vision oriented
  - Desire for personal and organizational transformation
  - Desire for growth for the sake of the whole.

### Director Responsibilities Checklists

NACAR understands that potential board members have many personal and professional commitments. The checklist below is not exhaustive but provides an example of a board member's responsibility. If you have any questions about this checklist, please contact the Board President or a member of the Board for further clarification.

#### Personal Commitment

- Maintain active membership in NACAR
- Attend a new board member orientation.
- Attend all board meetings/conference calls.
- Access to the Internet and competency with electronic communication
- Participate in board work and discussions, volunteer for assignments, accept assignments, prepare for board business, and be responsive to organization-related communications.
- Build a professional and collegial working relationship with other board members, organizational staff and volunteers.

- Serve as an ambassador for the organization within and beyond the NACAR community.
- Know the location and maintain access to NACAR documents that pertain to specific board assignments.
- When selected for officer and/or committee responsibilities, fulfill those responsibilities.

**Roles and Responsibilities of the NACAR Board of Directors**

- Determine NACAR’s Vision, Mission, and Policies.
- Understand and adhere to provisions of By-Laws.
- Make decisions in accord with NACAR Purpose, as well as Mission, Vision, and Values.
- Ensure effective strategic and operational planning.
- Assure NACAR achieves appropriate results and avoids unacceptable situations.
- Select and hire appropriate staff/contractors. Support staff/contractors and evaluate performance. Assist independent contractors and other Board members as appropriate.
- Delegate specific responsibilities to identified Board Committees.
- Develop and periodically review role, goals, and structures of staff/contract positions.
- Exercise fiduciary oversight.
- Enhance NACAR’s public standing.
- Be accountable for fulfillment of responsibilities.
- Assess Board performance, adherence to Vision and Mission, and strategic plan

**NORTH AMERICAN CONFERENCE OF ASSOCIATES & RELIGIOUS  
BOARD APPLICATION**

**Complete the application form below. Please attach additional pages if necessary.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_  
(Cell) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Religious Congregation/Affiliation: \_\_\_\_\_

Canonical Professed

Associate

Ordained

What is your connection with the Associate movement and/or NACAR? (please complete on separate page)

1. What previous board experience do you have?
2. What special skills or expertise do you offer the NACAR Board for example: fundraising, HR, finance, strategic planning, PR, technology, legal, etc....?
3. What gift/expertise would you bring to the NACAR Board?
4. Why would you like to be a NACAR Board Member?
5. What if any reservations do you have about joining the NACAR Board?
6. If selected, which Board Committee would you prefer to serve on?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email completed form to [info@nacar.org](mailto:info@nacar.org)