



To: Members Interested in Serving on the National Board
From: James Filtz, CPCE, CMP, CHE
Chair, Nominations and Elections Committee
Date: April 2, 2024
Revised: April 16, 2024
Re: Nominations for the National Board of Directors (www.nace.net/elections)

On behalf of the NACE National Nominations and Elections Committee, I am honored to announce the start of our annual national board elections cycle. Serving on the National Board provides the opportunity to guide the strategic direction of the organization in pursuit of our mission to be the premiere resource and community for catering and event professionals.

On **Tuesday, April 9** we will hold a webinar to provide more information on the National Board leadership positions, eligibility requirements and the timeline for the nominations and elections process. All members interested in learning more or running can register for the webinar using the link found at www.nace.net/elections.

On **Tuesday, April 16** we will begin accepting nominations for the following National Board positions:

- **President-Elect** (serving a one-year term; one seat available)
- **Vice President** (serving a one-year term; one seat available)
- **Secretary/Treasurer** (serving a one-year term, one seat available)
- **CLC Director** (serving a two-year term, one seat available)
- **At-Large Director** (serving a two-year term, one seats available)
- **Special Election: At-Large Director** (special one-year term, one seat available)

The Special Election for a one-year At-Large Director seat results from a sitting At-Large Director running for another office. NACE Bylaws allow a sitting At-Large Director to forgo the second year of their second term to run for another office. As described in NACE Bylaws, the remaining year of At-Large Director service is filled by election. This one-year term provides a unique opportunity to explore national board service with a shorter initial time commitment.

Submitting a Nomination and Deadline

Nominations will be accepted from April 16 until 11:59 PM ET on Thursday, May 16, 2024 through the online form at <http://www.nace.net/elections> only. In fairness to all nominees, deadline extensions will not be provided.

Before submitting a nomination, members should review **all** of the information in this document:

- Timeline
- National Board Positions and Eligibility Requirements
- Beneficial attributes for Officers and Directors
- Position descriptions
- National Board travel policy
- Conflict of Interest policy

Nomination Review

The Nominations and Elections Committee will review the eligibility of nominees as they are submitted. The committee will contact each nominee individually as eligibility is confirmed, and the names of eligible nominees will be posted to www.nace.net/elections as they are reviewed. The final list of candidates will be confirmed to the National Board and announced to membership on May 22, 2024.

Timeline

- April 16, 2024 Nominations Open
- May 16, 2024 Nominations Close
- May 22, 2024 Final Candidate List Confirmed to National Board of Directors
- May 22, 2024 Final Candidate List Announced to Membership
- Late June-Early July Virtual Meet the Candidates for All Members (one session)
- July 21, 2024 Meet the Candidates / Candidate Q&A for Delegates at Experience 2024 in Denver, Colorado
- July 21, 2024 Elections Conducted at Experience 2024 in Denver, Colorado
- Q4 2024 Officer and Director Onboarding and Transition
- Q4 2024 NACE Strategic Retreat (in person or virtual TBD)
- January 1, 2025 2025 Board Terms Begin

National Board Positions and Eligibility Requirements

National Board positions, responsibilities and eligibility requirements are included in this document. Please read this information in full before submitting a nomination.

Beneficial Attributes for Candidates

1. Substantial knowledge of the catering and event industry
2. High standards of integrity, professionalism, and ethical conduct
3. Commitment to the mission, vision, and values of NACE
4. Understanding of the NACE strategic plan
5. Commitment to ensuring a diverse and inclusive community
6. Belief in teamwork, trusting relationships, and creating synergy
7. Strong financial awareness
8. Experience with strategic projects and initiatives
9. Demonstrated volunteer leadership experiences outside of NACE
10. Understanding of NACE as a national organization
11. The ability and willingness to travel to attend board meetings and conferences and represent NACE.
NACE provides travel support to board members, and will cover the costs of transportation and lodging, plus a daily per diem for meals and incidental expenses. Travel requirements may include:
 - a. Travel to the national leadership conference and the national education conference
 - b. Annual strategic retreat and board orientation
 - c. Depending on the annual budget, travel for chapter visits
 - d. Potential travel to industry events such as Catersource/TSE and other events dependent upon board position.

Application Process and Materials

Applications must be submitted online using the electronic form available at www.nace.net/elections.

The following information will be needed to submit a nomination:

- The year you joined NACE and your consecutive years of membership
- The year you obtained your CPCE
- A list of any other professional designations you hold or awards you have won
- A list of NACE volunteer positions you have held including volunteering on a National Committee
- Information on your past attendance at NACE national annual meetings and/or national leadership conferences, including the years you attended.
- Information on other professional associations you are a member of or other volunteer activities

- A current resume, CV or biographical statement, in Word or PDF format
- A high-resolution color headshot (JPG or PNG format)
- A written candidate statement answering the following questions. Your responses will be posted as part of your candidate profile after the end of the nomination period. Please limit each response to 50 words or less.
 1. From your own perspective, what are two key emerging opportunities/challenges that our association faces and how can NACE best be prepared to address them?
 2. What has motivated you to volunteer as a NACE leader, and what motivates you run for National Board service?

Conflict of Interest Disclosure Form

After submitting your nomination, staff will contact you with a link to complete a Conflict of Interest Disclosure form per NACE's Conflict of Interest Policy (included in this package).

If you have any questions, you can contact me by email at elections@nace.net.

Please accept my personal appreciation for your interest and willingness to serve NACE. It is **YOUR** dedication that makes us great!

Sincerely,

James Filtz, CPCE, CMP, CHE
Chair, 2024 Nominations & Elections Committee
NACE Past National President

**Nominations will be accepted until 11:59 PM ET on Thursday, May 16, 2024
through the online form at <http://www.nace.net/elections> only.
In fairness to all nominees, deadline extensions will not be provided.**

NACE NATIONAL BOARD POSITION DESCRIPTIONS

PRESIDENT

Advancement from President-Elect, One-Year Term

CHARGE OR OBJECTIVES: Directs the activities of the national board of directors. Leads the activities of the association in conjunction with the NACE Strategic Plan. Provides direction and supervision to the Executive Director

RESPONSIBILITIES

- Preside at all board of directors' meetings.
- Official spokesperson for NACE
- Strategic Objective: Thought Leader – Board Liaison to the Foundation of NACE
- Nurtures NACE culture and community
- Sets agenda and order for Board meetings.
- Works with Executive Director on strategic initiatives.
- Oversees the Board's development and planning.
- Commissions Task Force work as needed.

PRESIDENT-ELECT

Advancement from Vice President, One-Year Term

CHARGE OR OBJECTIVES: Provides continuity in elected leadership and guides future-year strategic and operational planning and development.

RESPONSIBILITIES:

- Strategic Objective Focus: Membership Initiatives
- Works with Staff Liaison connected on membership strategic initiatives
- Works closely with the President to ensure a smooth transition to President's position
- Sets agenda and order for board meetings in the absence of the President.

VICE PRESIDENT

Elected by Delegates, One-Year Term

RESPONSIBILITIES:

- Strategic Objective: Education related strategies
- Provides mentorship to new board members and supports the president on strategic initiatives
- Works with staff liaison on strategic initiatives

SECRETARY/TREASURER

Elected by Delegates, One-Year Term

CHARGE OR OBJECTIVES: Responsible for overseeing the financial records of the association. Responsible along, with the Executive Director, for current and long-term financial stability and planning of the association and the oversight of complete and accurate financial records and reporting of the association. Responsible for overseeing the records of the association including board minutes. Monitors and administers Conflict of Interest policies and procedures. Leads board activity related to bylaws and bylaws interpretation.

RESPONSIBILITIES:

- Strategic Objective: Financial Sustainability and Strength, Transparency
- Oversee accurate accounting and financial operations and related policies
- In conjunction with the Executive Director, prepare annual budget.
- Chairs the Finance and Investment Committees
- Works with Staff Liaison on strategic initiatives

AT-LARGE DIRECTOR (3 Seats Total, 1 up for election in 2024)

Elected by Delegates, Two-Year Term

CHARGE OR OBJECTIVES: Provide strategic direction to the National Board of Directors. Help lead the organization and act as a voice of membership in the deliberations and decisions of the board. Fulfill the duties of directors to the organization.

RESPONSIBILITIES:

- Liaison Work: As assigned by the National President
- Support the development, evolution and execution of the strategic direction of NACE
- Work with the Executive Director on topics and initiatives as determined by the board

CLC DIRECTOR (1 Seat Total, 1 up for election in 2024)

Elected by Delegates, One-Year Term in 2024

CHARGE OR OBJECTIVES: Serve as Board Liaison to the CLC Chair and CLC. Provide insight and support on national strategies and programs that develop and support existing and new chapters.

RESPONSIBILITIES:

- Liaison Work: Chapter Leader's Council
- Support the development, evolution and execution of the strategic direction of NACE
- Work with the Executive Director on strategies and initiatives that develop and support existing and new chapters.

IMMEDIATE PAST PRESIDENT

Advancement from President, One-Year Term

CHARGE OR OBJECTIVES: Provide continuity in elected leadership and support board development and long-range planning.

RESPONSIBILITIES:

- Committee Liaison: Nominations & Elections
- Works with Executive Director on governance initiatives
- Works on committee charters as needed

NACE National Board Travel and Expense Policies

Policy Updated: 12/18/2019

Effective Date: 1/1/2020

Supported Travel Purposes

NACE budgets funds to support board members for required or requested travel primarily for the following purposes:

1. Major NACE conferences (Evolve/Experience)
2. Board chapter visits
3. Business development and allied industry events
4. In-person board meetings
5. Regional education

Other necessary organizational travel may also be supported at the discretion of the board.

Travel Request Policy

- With the exception of major conference travel, in-person board meetings and assigned chapter visits, a request for travel must be submitted to the Executive Director for funding review and approval, and when necessary approval by the Treasurer.
- Travel requests must be submitted no less than 30 days prior to travel.
- Travel requests by the President and Treasurer are reviewed by the President-Elect.
- Travel requests with fewer than thirty (30) days' notice will be considered only where an urgent chapter or organizational need exists. Examples of urgent chapter request may include conflict mediation and/or dispute resolution. Organizational urgent travel may include travel required on behalf of a staff or board member because of a medical emergency.
- Travel expenses may not be incurred prior to travel approval.

Reimbursable Expenses

Transportation

- Airfare will be reimbursed for non-refundable coach class tickets. Airfare should be booked as far in advance as possible and competitively priced for the most appropriate travel route. Unless travel is deemed urgent by the approval body airfare booked within 2 weeks of the travel date will not be reimbursed.
- Automobile mileage will be reimbursed at the current IRS rate and cannot exceed the amount of an equivalent reasonable airfare.
- Train transportation will be reimbursed for coach class tickets.

Accommodations

- Lodging for approved NACE travel will be reimbursed or paid for directly by NACE. This includes reimbursement for room rates, fees and taxes for nights necessary for NACE business.
- Hotel incidentals or additional nights not related to NACE business will not be reimbursed.

Registration for Educational Events

- Because board members are representatives of the national organization at NACE conferences (Experience & Evolve) and present at the request of the organization, main event registrations are complimentary to all National board members.
- If you are visiting a chapter in a national representative capacity, NACE will reimburse you for the cost, should the chapter charge you a program fee.

Other Expenses

- All other expenses are provided for by a Travel Per Diem and will not be individually reimbursed.

Travel Per Diem

- NACE has established a standard daily rate for meals and incidental expenses (M&IE), or “Per Diem”.
- For days away from home on approved NACE business, the per diem is paid for each full or partial day including travel days.
- For days participating at NACE national events in your home city, the per diem is paid for all official business or event days.
- The per diem rate for each full or partial day is \$125
- Once travel is approved, travelers can request the total per diem amount for their trip before travel commences or after it is completed.
- Individual receipts do not need to be submitted for the per diem.
- Per diem amounts will be reviewed annually by the Finance Committee for Board approval.
- No individual expenses will be reimbursed outside of the per diem, lodging, travel and registration as detailed in this policy.
- Per diem amounts for in-person board meetings or other NACE events may be adjusted based on the meals provided, such as Evolve, and will be reviewed by the Treasurer and Executive Director.

Special Fixed Per Diem for Experience

- For the NACE Experience conference where a majority of meals are covered, the total per diem for the entire conference will be \$450.

Travel Reports

- If travelling for chapter visits, business development or allied industry purposes, board members must submit a Travel Report after the trip, recapping business objectives and outcomes.
- Travel Reports are submitted to the Executive Director to be included in the next board meeting packet.

Reimbursement

- Requests for reimbursement of approved expenses must be submitted within thirty (30) days from the travel date with receipts attached to the NACE reimbursement form.
- Expense requests submitted more than thirty (30) days after the date of expenditure require approval by the Treasurer.
- Reimbursements are issued by the 15th of each month when submitted by the end of the previous month.

Chapter Visit Policy

- NACE National board members are encouraged to visit at least two (2) chapters per calendar year. Chapters where board members hold a chapter membership do not count toward these visits.
- The board and staff will collaborate to create a chapter visit schedule for each year. Chapters will be selected for visitation based on need and time passed since last visit.
- To be eligible for travel reimbursement, a chapter visit will be assigned, or a board member must submit a Travel Request Form.
- To be eligible for reimbursement, a chapter visit must include at least one of the following:
 - Participation in the board meeting
 - Assistance in conflict resolution
 - Presenting a program about NACE and its activities at a chapter meeting
- Attending an educational or networking meeting, or being the educational speaker, does not qualify as a chapter visit unless done in conjunction with one of the three above referenced activities.
- Board members who are also qualified educational speakers are encouraged to share their expertise by speaking at chapter educational meetings when solicited by chapters. As members of the national board, a speaking fee should not be charged, but board members are welcome to request that the chapter reimburse for travel, lodging, and/or incidental expenses. Should the chapter not be able to make these concessions, board members will take on this expense.

CONFLICT OF INTEREST POLICY

Adopted 1/25/2019

Purpose

The purpose of this conflict of interest policy is to ensure that the directors, officers and key persons of NACE act in the association's best interest and comply with applicable legal requirements.

This Policy is also intended to protect NACE's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Covered Person.

Covered Persons

This policy applies to any director, officer or key person of NACE, referred to as "**Covered Persons**" in this policy statement.

A "**Key Person**" is any person other than a director or officer, whether or not an employee of NACE, who:

- Has responsibilities, or exercises powers or influence over NACE as a whole similar to the responsibilities, powers, or influence of directors or officers
- Manages the association, or a segment of the association that represents a substantial portion of the activities, assets, income or expenses of
- Alone or with others controls or determines a substantial portion of the NACE's expenditures or operating budget.

Conflict of Interest

In general terms, a **Conflict of Interest** is a transaction or relationship which presents or may present a conflict between a Covered Person's obligations to NACE and the Covered Person's personal, business or other interests. A conflict of interest relationship may arise without a financial interest, such as when a board member serves as an officer or director of a different nonprofit organization in the food, beverage, hospitality or similar industry.

Potential Conflicts of Interest

Specifically, a "**Potential Conflict of Interest**" may arise when a Covered Person:

- A Covered Person has a financial interest in a transaction or arrangement of NACE which would trigger review as a Related Party Transaction
- A Covered Person has a non-financial interest in a transaction or arrangement of NACE
- A Covered Person Receives compensation for services, directly or indirectly, from NACE
- A Covered Person's obligation to further NACE's purposes and to act for the benefit of NACE is otherwise at odds with such Covered Person's own interests, such as through personal relationships with family members, friends and employees with whom NACE has a relationship or who represent entities with which NACE has a relationship
- A Covered Person is an officer, director, or trustee of an organization that competes with NACE or serves the same interests as NACE. If there is any uncertainty, a Covered Person is encouraged to treat the relationship as a Potential Conflict of Interest.
- A Covered Person or a relative of a Covered Person is an officer, director, trustee, member, owner or employee of any entity with which NACE has a relationship

Related Party Transactions

A "**Related Party Transaction**" is a type of conflict of interest. A "**Related Party Transaction**" is any transaction, agreement or any other arrangement in which a Related Party has a financial interest and in which NACE, or any

entity controlled by NACE or in control of NACE, is a participant, except that a transaction is not be a Related Party Transaction in any of the following cases:

- The transaction or the Related Party's Financial Interest in the transaction is *de minimis*
- The transaction would not customarily be reviewed by the Board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms
- The transaction constitutes a benefit provided to a Related Party solely as a member of a class of the beneficiaries that NACE intends to benefit as part of the accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

Financial Interest

Any financial interest, including, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the Corporation has, or is considering entering into, a transaction or arrangement
- A compensation arrangement with NACE or with any entity or individual with which NACE has, or is considering entering into, a transaction or arrangement
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NACE is negotiating a transaction or arrangement. For these purposes, compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial in nature.

Duty to Disclose

Promptly upon becoming aware of any Potential Conflict of Interest, a Covered Person must disclose the existence of such Potential Conflict of Interest to the NACE board by submitting all material facts in written or electronic form to the Secretary or the Executive Director.

The Secretary will provide such information to the President and to the other directors considering the proposed transaction or arrangement.

Disclosures shall be made, as appropriate:

- Prior to the Covered Person first becoming associated with NACE, or prior to a Director's election or appointment
- At the time the Covered Person acquires the financial or other interest giving rise to the Potential Conflict of Interest
- At the time of the Covered Person's annual disclosure statement
- At the time the Covered Person learns that NACE is considering a transaction or arrangement in which such Covered Person has a Potential Conflict of Interest.

If the Covered Person is the Secretary, disclosure will be made to the President.

Related Parties

A "**Related Party**" is any:

- (a) Director, officer or key person of NACE, or of any entity controlled by NACE or in control of NACE or any Affiliate of the Corporation
- (b) Relative of any individual described in (a)
- (c) Entity in which any individual described in (a) or (b) has a 35% or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of 5%

A **Relative** is an individual's spouse or domestic partner, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, or spouse or domestic partner of brothers, sisters, children, grandchildren and great-grandchildren.

Determining Whether A Related Party Transaction or Other Conflict of Interest Exists

A Covered Person may disclose a Potential Conflict of Interest as a Related Party Transaction, or as an actual Conflict of Interest. Otherwise, such determination shall be made by the board of directors.

After disclosure of the Potential Conflict of Interest and all material facts, the board may request that the Covered Person present information or answer questions.

After any discussion with the Covered Person, he/she shall leave the board meeting while the Potential Conflict of Interest is discussed and voted upon, and the remaining board members shall decide if the Potential Conflict of Interest requires review as a Related Party Transaction, requires review as another Conflict of Interest, falls under one of the exceptions to Related Party Transactions listed above, or otherwise does not represent a Conflict of Interest.

Procedures for Related Party Transactions

In accordance with the N-PCL, any Related Party who has an interest in a Related Party Transaction must disclose in good faith to the board the material facts concerning such interest.

No Related Party may participate in deliberations or voting relating to a Related Party Transaction in which such party has an interest; provided, however, that nothing in this Policy shall prohibit the board from requesting that a Related Party present information as background or answer questions concerning a Related Party Transaction at a meeting of the Board prior to the commencement of deliberations or voting relating to such transaction.

NACE shall not enter into any Related Party Transaction unless the transaction is determined by the board to be fair, reasonable and in the Corporation's best interest at the time of such determination.

Any transaction in violation of this section shall be voidable by NACE.

Procedures for Addressing a Conflict of Interest Not Involving a Related Party Transaction

If it has been determined that a Conflict of Interest not involving a Related Party Transaction exists:

- The Covered Person may present information as background or answer question at the board meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the Conflict of Interest
- The board will determine by a majority vote of the disinterested Directors present at the meeting whether to approve the transaction. In no event shall the person with the conflict attempt to influence improperly the deliberations or voting on the matter giving rise to the Conflict of Interest.

Compensation and Reimbursement

Transactions related to compensation of directors, officers, key persons or other employees must be reasonable and commensurate with services performed, and the person who may benefit may not be present at or participate in any board or committee deliberation or vote concerning such person's compensation or reimbursement (although he or she may be present before deliberations at the request of the Board in order to provide information or answer questions).

Notwithstanding the foregoing, a director may deliberate and vote concerning compensation for service on the board that is to be made available or provided to all directors of NACE on the same or substantially similar terms. The fixing of compensation of officers shall require the affirmative vote of a majority of the entire Board.

Quorum

Directors who are present at a meeting but not present at the time of a vote due to a Related Party Transaction or other Conflict of Interest shall be considered present at the time of the vote.

Violations of the Conflict of Interest Policy

If the board has reasonable cause to believe that a Covered Person has failed to disclose a Conflict of Interest or Potential Conflict of Interest, it shall inform such person of the basis for such belief and afford the Covered Person an opportunity to explain the alleged failure to disclose.

If, after hearing the Covered Person's response and after making further investigation as warranted by the circumstances, the board determines the Covered Person has failed to disclose a Conflict of Interest or Potential Conflict of Interest, it shall take appropriate corrective action.

Records of Proceedings

The minutes of the board reviewing a Related Party Transaction, other Conflict of Interest or Potential Conflict of Interest shall be prepared on a contemporaneous basis and shall contain, as appropriate:

- The names of the persons who disclosed or otherwise were found to have a Conflict of Interest or a Potential Conflict of Interest, the nature and material facts of the interest, any action taken to determine whether a Conflict of Interest was present, and the board's decision as to whether a Related Party Transaction or other Conflict of Interest in fact existed
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings
- A statement that the transaction was found to be "fair, reasonable and in NACE's best interest at the time of such determination" (required for Related Party Transactions).

Conflict of Interest Statements

Promptly following adoption of this Policy, and thereafter prior to the initial election or appointment of any director or officer, or the initial hiring of any key person, each Covered Person shall complete, sign and submit to the Secretary or Executive Director a Conflict of Interest Statement using an official form.

At least annually thereafter, or upon any relevant change of circumstances, each Covered Person shall submit either

- (a) a revised Conflict of Interest Statement; or
- (b) an Update of Conflict of Interest Statement which certifies that the prior statement remains unchanged except as disclosed therein

The Secretary shall provide a copy of all completed statements and certifications to the President who will review the disclosed information to assess whether any disclosed relationships raise Conflicts of Interest or Potential Conflicts of Interest and to determine appropriate steps to manage or resolve such conflicts.

A copy of each disclosure statement shall be available to any director on request.

Compliance

This Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations. This Policy is designed to be consistent with the requirements of the New York Not-for-Profit Corporation Law as revised by the Non-Profit Revitalization Act of 2013 and subsequent amendments thereto ("N-PCL")

**NACE National Board
Position At-A-Glance – 2024 Elections / 2025 Term Start**

Position	Overall Focus	Term	Filled By	Eligibility Requirements
Immediate Past President	Provide continuity in elected leadership and support board development and long-range planning. Serve as liaison to Nominations and Elections Committee.	1 year	Advancement from President ↑	<ul style="list-style-type: none"> • Have served as the President during the immediately preceding term • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing
President	Direct the activities of the National Board of Directors. Act as the official spokesperson of NACE. Lead the activities of the association in conjunction with the NACE Strategic Plan.	1 year	Advancement from President-Elect ↑	<ul style="list-style-type: none"> • Have served as the National President-Elect during the immediately preceding term. • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing and have previously served as President-Elect
President-Elect	Serve in the absence of the President or fill the vacancy created by the President. Focus on Membership activities. Work with President to ensure a smooth board transition and succession planning.	1 year	Elected by Delegates ↑	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing for a minimum of five (5) years • Have attended at least two (2) NACE Annual Meetings and two (2) NACE Leadership Conferences • Have served as an Officer on the current or prior year’s Board of Directors • Have served (2) consecutive terms on the Board of Directors during the past 6 years to include one term as Treasurer, Secretary/Treasurer • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years
Vice President	Provide strategic direction to the organization. Help lead	1 year	→	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation

Position	Overall Focus	Term	Filled By	Eligibility Requirements
	the organization and act as a voice of membership in the deliberations and decisions of the board. Fulfill the duties of directors to the organization.		Elected by Delegates	<ul style="list-style-type: none"> • Have been and are currently a NACE Voting Member in good standing for a minimum office (5) five years • Have attended at least one (1) NACE Annual Meeting and one (1) NACE Leadership Conference • Have served as a past National Officer or At-Large Director for at least one (1) term during the past 5 years. • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years
Secretary/Treasurer	Oversee the financial records of the association. Guide current and long-term financial stability and planning and the oversight of complete and accurate financial records and reporting of the association. Lead budget development. Chair the Finance and Investment Committee. Oversee the records of the association. Monitor and administer Conflict of Interest policies and procedures. Lead board activity related to bylaws, and bylaws interpretation.	1 year	→ Elected by Delegates	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing for a minimum office (5) five years • Have attended at least one (1) NACE Annual Meeting and one (1) NACE Leadership Conference • Have served as a past National Officer or Director at Large for at least one (1) term during the past 5 years. • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years
CLC Director (1 seat, 1 open for election in 2024 for a two-year term starting Jan 1, 2025)	Serve as Board Liaison to the CLC Chair and CLC. Provide insight and support on national strategies and programs that develop and support existing and new chapters.	2 year	→ Elected by Delegates	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing for three (3) consecutive years • Have served a full term as a Chapter President

**NACE National Board
Position At-A-Glance – 2024 Elections / 2025 Term Start**

Position	Overall Focus	Term	Filled By	Eligibility Requirements
				<ul style="list-style-type: none"> • Have attended one (1) NACE Annual Meeting and one (1) NACE Leadership Conference • Have served as CLC Chair, Vice Chair, or 2 years as a Mentor on the Chapter Leaders Council
<p>Directors At-Large</p> <ul style="list-style-type: none"> • 3 seats total • 1 <u>two-year term</u> open for election in 2024 • 1 <u>one-year term</u> open for election in 2024 	<p>Provide strategic direction to the organization. Help lead the organization and act as a voice of membership in the deliberations and decisions of the board. Fulfill the duties of directors to the organization. Serve as committee/task force liaison as assigned by the National President.</p>	<p>2 year (Special Election: 1 year)</p>	<p style="text-align: center;">→ Elected by Delegates</p>	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been a NACE Voting Professional Member in good standing for three (3) consecutive years; • Have attended one (1) NACE Annual Meeting or one (1) NACE Leadership Conference • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years.