



# North American Conference of Associate and Religious (NACAR) Board of Directors Candidate Packet

## **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. Interested individuals should contact the [NACAR office](#).

## **What is NACAR?**

The North American Conference of Associates and Religious (NACAR) is an inter-congregational professional membership organization designed to support and promote the associate way of life; to serve and support associates and vowed members as associates proclaim their call to live the charism of the religious congregation; to support the professional and spiritual growth of our members and member organizations.

## **Candidate Selection**

Although individuals are often brought to the attention of the Board Affairs committee due to a personal knowledge of an individual already active with NACAR, we encourage interested Associates 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

When the Board Affairs committee makes a recommendation for a board candidate it does so based on the candidate's ability to further NACAR's mission and vision (<http://nacar.org/whoweare/missionvisionstatement.html>) through board leadership and governance. 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.

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. Prospective board members are encouraged to serve on a Board committee prior to joining the Board of Directors.

### **Time Commitment**

Three year term up to three consecutive terms

Currently, the Board of Directors meets face-to-face twice a year for 2.5 days. In addition, the Board of Directors meets via 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 face-to-face meetings. Board members and/or their congregations 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 four committees

**Communication Committee:** Creates e-mails, publications and surveys that foster member outreach, communication and engagement while coordinating website design and content; Publishes *The Associate* e-magazine three times a year.

**Membership Development Committee:** Attracts new congregational and individual members while retaining current membership. Promotes NACAR benefits and services and creates awareness of the Associate-Religious relationship.

**Membership Services Committee:** Designs, develops, implements and evaluates programs and services that enhance membership benefits while attracting new and retaining current members

**Board Affairs Committee:** Manages the development and retention of all formal documents, including a policy and procedure manual and on-going board advancement.

### **History**

In the early 1970s, God's Spirit began moving lay men and women to find ways to embrace and live the charisms of many religious communities in Canada and the United States of America. Groups of like-minded people, commonly known as associates, began forming, and the increase in their numbers was quite rapid. A new movement was born, one based on the mystery of call and response to the particular charism of each community's founder/foundress.

By the 1980s, leaders of many associate groups reached out to associate groups of other religious communities, both to share how the Spirit was moving with them and to begin addressing mutual concerns. Eventually, the need to have an even wider forum developed and thus the North American Conference of Associates and Religious (NACAR) was created.

At the first gathering of communities in 1996, it was decided by those present to establish a permanent conference network of associates and religious in North America.

## Application Process

**Recruitment:** Recruitment occurs on an ongoing basis based 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)).

**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 of Affairs committee and the full Board in making their decision.

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

**Voting:** The Board Affairs committee will make a recommendation to the full board. 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.

**Notification:** Candidates will be notified within 3 weeks of the board meeting by a member of the Board Affairs committee regarding their status.

## Potential Timeline

Example – Term Begins in November		Example – 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

## **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 Affairs committee for further clarification.

### **Checklist of Personal Commitments**

- Attend a new board member orientation.
- Commitment to the Associate vision and the growth of Associate Relationship.
- Attend all board meetings/conference calls.
- 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.
- Be knowledgeable of the location and maintain access to NACAR documents that pertain to their specific board assignments.
- When selected for officer and/or committee responsibilities, fulfill those responsibilities.
- Access to the Internet and competency with electronic communication.

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

- Determine NACAR's Vision Statement, Mission Statement, Purposes 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.
- Delegate specific responsibilities to identified Board Committees.
- Develop and periodically review role, goals, and structures of staff/contract positions.
- Assist the staff and other Board members as appropriate.
- Exercise fiduciary oversight.
- Enhance NACAR's public standing.
- Be accountable for fulfillment of responsibilities.
- Assess Board performance, adherence to Vision and Mission Statements, 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?

What previous board experience do you have?

What special skills or expertise do you offer the NACAR Board for example: fundraising, HR, finance, strategic planning, PR, technology, legal, etc...?

What gift/expertise would you bring to the NACAR Board?

Why would you like to be a NACAR Board Member?

What if any reservations do you have about joining the NACAR Board?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send completed form to:

NACAR

Associate Office

5900 Delhi Road

Mt. St. Joseph, OH 45051

Or email to [info@nacar.org](mailto:info@nacar.org)