February 6, 2020

Dear Members:

Thank you for your interest in a leadership role in the Peace Corps community through service with the National Peace Corps Association (NPCA) Board of Directors. This packet contains information on nomination for and service as the Affiliate Group Network (AGN) Coordinator. This director position, which is for a two-year term, is open for nomination through April 10.

NPCA bylaws stipulate the schedule for elections based on the Annual General Membership Meeting (AGMM), which this year will be held the weekend of July 16-18 in Seattle, WA. Candidates are nominated by an NPCA affiliate group. Candidates for election to the Board must be current members of NPCA and are strongly encouraged to be active participants in NPCA programs, including fundraising campaigns.

Prior to completing the nomination packet that follows, interested candidates must complete the NPCA Board Interest Form, accessible online at https://forms.gle/kfBVzVD9te9vYQWL6. We will review all interest forms submitted and will contact you for a phone conversation if we see a fit. If we do not contact you this year, we will keep your interest form on file for future consideration. Please complete the expression of interest form well before the April 10 deadline for receipt of official nomination documents in this packet.

Voting will take place – primarily online – from April 17 through May 17, with results announced by May 19. After verification of election results by the Governance Committee of the NPCA Board, election results will be posted to the NPCA website. Elected candidates will join the NPCA Board of Directors at the annual board meeting on July 19 in Seattle, WA.

If you have any questions or need additional information, contact NPCA Vice President Anne Baker at boardassist@peacecorpsconnect.org or 202-293-7728, extension 8.

Sincerely,

[Signature]

Maricarmen Smith-Martinez
Chair, NPCA Board of Directors
Returned Peace Corps Volunteer, Costa Rica 2006-2008
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Role and Responsibilities of NPCA Board Directors

**NPCA Board of Directors**
The National Peace Corps Association (NPCA) Board of Directors (Board) sets goals and policies and oversees NPCA operations to ensure that they are consistent with the stated vision and mission. The Board is responsible for the financial health of NPCA. NPCA’s success depends on the personal commitment and active participation of all Directors.

The NPCA Board defines, supports and promotes the vision, mission, and goals of the NPCA as specified in the 2019-2021 Strategic Plan:

**Vision:**  A united and vibrant Peace Corps Community

**Mission:**  To champion lifelong commitment to Peace Corps ideals

**Goals:**
- Help the Peace Corps be the best that it can be
- Empower members and affiliate groups to thrive
- Amplify the Peace Corps community’s global social impact

**Qualifications**
Directors are required to be Members in good standing of the National Peace Corps Association.

**Commitment**
Serving on the NPCA Board of Directors requires a serious commitment of time, expertise, and financial resources. The NPCA Board is a working board and individual Directors are expected to be actively involved in one or more committees. Directors participate in and encourage initiatives that support and benefit the NPCA.

**Composition of the Board**
The NPCA Board includes nine Member-Elected Directors, nine Board-Elected Directors, and the Affiliate Group Network (AGN) Coordinator. The NPCA President/CEO is an *ex officio* Director.

**Election and Terms of Office**
Board-Elected Directors are nominated by the Governance Committee and elected at the Annual Board Meeting to serve a three-year term or partial term. Terms begin immediately following the election and end when their successors are elected. Member-Elected Directors are elected by NPCA Members for a three-year term (or partial term) at least two months prior to the Annual Board Meeting. Terms start at the beginning of the following Annual Board Meeting and end just prior to the Board meeting at which their successors are seated. The AGN Coordinator is elected by the Affiliate Groups for a two-year term two months prior to the Annual General Membership Meeting and begins his/her term on the Board at the following Annual Board Meeting. Elected Directors may serve on the Board no more than eight full or partial years. After a twelve-month period off the Board, an individual may again be elected.

**Representation**
NPCA Member-Elected Directors (Divisional Representatives) are elected to the Board of Directors by NPCA Members in one of the five US geographic divisions or four global (country-of-service) divisions to represent that division. In addition to the responsibilities
common to all Directors, the Member-Elected Directors are responsible for ongoing collaborative communications and support of the Affiliate Groups in their divisions as described in “Member-Elected Directors Responsibilities and Guidelines.”

**Responsibilities of Directors**

NPCA Directors are expected to:

**GENERAL**
- Be familiar with the NPCA Bylaws and policies and the Board Handbook.
- Review, update, and support NPCA’s vision, mission, and goals.
- Develop, approve, and support the policies of NPCA.
- Review and approve the annual budget and other financial statements.
- Participate in the election of Directors and Board Officers.
- Recommend possible candidates for Board positions to the Governance Committee.
- Get to know other Directors and build a collegial working relationship with them.
- Provide input for review and evaluation of the Board or Board functions.
- Follow conflict of interest and confidentiality policies.

**MEETINGS AND COMMITTEES**
- Attend quarterly meetings of the Board. (There will be two or three in-person meetings and one or two teleconferences annually.)
- Review the Board Book prior to each Board meeting.
- Cover expenses related to participation in Board meetings. These expenses can be counted towards Shriver Circle benefits and may be tax deductible.
- Participate in monthly update teleconferences with the NPCA President/CEO.
- Serve on at least one Board Committee or task force and accept special assignments.

**NPCA MEMBERSHIP**
- Maintain active membership status with NPCA and Affiliate Groups, as appropriate.
- Maintain contact with NPCA Members and Affiliate Groups.
- Attend and participate in the Annual General Membership Meeting.
- Participate in the annual gathering – Peace Corps Connect.
- Promote and encourage membership in NPCA.
- Support and promote NPCA activities and programs.
- Monitor and evaluate programs and services against NPCA goals.

**THE PEACE CORPS COMMUNITY**
- Keep up with changes, policies, and programs of the U.S. Peace Corps.
- Support Peace Corps through the NPCA advocacy program.
- Inform others in the Peace Corps community about NPCA.

**NPCA STAFF**
- Hire, support, and evaluate the NPCA President/CEO.
- Work cooperatively with NPCA staff in achieving organizational objectives.

**SUPPORT OF NPCA**
- Provide for the financial well-being of NPCA by recruiting members, identifying prospective donors, securing gifts and raising funds.
- Contribute time, expertise, and financial resources consistent with personal ability.
- Contribute at the Shriver Circle level (minimum $1,000 annually), if possible. Both direct contributions and in-kind contributions can be included.
- Consider planned giving through the Legacy of Peace if circumstances permit.
Responsibilities and Guidelines for NPCA Board Member-elected Directors
(Divisional Representatives)

Note: This document is for reference only. Although the AGN Coordinator position is not a member-elected director, the Coordinator will work closely with those directors and often carries out similar roles and responsibilities.

RESPONSIBILITIES

NPCA Member-Elected Directors are elected to the Board of Directors by NPCA Members to represent one of the five US geographic divisions or four global (country-of-service) divisions.

NPCA Member-Elected Directors and Board-Elected Directors have the same responsibilities to support the financial well-being of the NPCA and to direct and oversee its operations. They both advance the NPCA Vision: “A united and vibrant Peace Corps Community” and Mission: “To champion lifelong commitment to Peace Corps ideals.” Additionally, the Member-Elected Directors promote NPCA’s Goal: “To empower Members and Affiliate Groups to thrive,” through collaborative communications with NPCA Members and Affiliate Groups in their divisions.

Member-Elected Directors are elected two months prior to the Annual General Membership Meeting and serve for a three-year term to begin at the Annual Board meeting immediately following their election and end when their successors are seated.

See the 2015 NPCA Bylaws: Article IV- Member-Elected Directors for details about the nomination and election of Member-Elected Directors.

Member-Elected Directors (Representatives) are expected to:

- Know which Affiliate Groups lie within the division represented.
- Send a personal introduction to Affiliate Group leaders following the election.
- Initiate and implement communications between NPCA and Affiliate Groups.
- Assist Affiliate Groups to maintain active group-membership in NPCA.
- Encourage and enable new Affiliate Groups to form and affiliate with NPCA.
- Encourage Affiliate Group leaders and local members to become NPCA Members.
- Encourage constituents to participate in NPCA activities (e.g. Peace Corps Connect, Advocacy, and voting in NPCA elections as appropriate).
- Help at the Affiliate Group Network (AGN) Annual Meeting as requested by the AGN Coordinator.

GUIDELINES

NPCA Affiliate Groups by Division

NPCA Affiliate Groups are organizations that have purposes that are in accord with those of the NPCA and are approved by the Board. They are organized into nine divisions.

1. A list of Affiliate Groups and states or countries represented can be found in the nomination packet for the Director’s election in each division.
2. A list of Affiliate Groups (with their contact information as provided) can be found on the NPCA website at: https://www.peacecorpsconnect.org/companies
3. A list of states or countries in each division can be found on the NPCA website at: 
   https://www.peacecorpsconnect.org/cpages/board-service
4. All current Affiliate Groups will be on the Affiliate Group leader contact list emailed regularly by NPCA staff. (Receipt of the Affiliate Group leader contact list requires compliance with the NPCA Data-sharing Agreement.)
5. Check the list from staff each month for new groups or groups that have dropped and follow up with an introduction or offer of assistance as appropriate.

**Initial Communications**
Member-Elected Directors (Representatives) should introduce themselves to the Affiliate Group leaders in their divisions shortly after their election. Here are some ways to do this:

1. Send a self-introduction email to the constituent Affiliate Groups.
2. Explain how to contact the Representative with their questions or concerns.
3. Include the Representative’s Peace Corps service history, experience with Affiliate Groups, city and state of residence, and other information to facilitate communications.

**NPCA Individual Membership**
As Representatives of the NPCA Divisions, Member-Elected Directors are in a unique and favorable position to promote membership in NPCA for PCVs, RPCVs and others. Here are some suggestions:

1. Encourage Affiliate Group leaders to become individual registered Members of NPCA.
2. Provide Affiliate Group leaders with background information on the NPCA Vision, Mission and Goals to help them better understand the reasons that local members should become members of the Peace Corps community by joining NPCA.
3. Assist Affiliate Group leaders to promote and recruit individual NPCA members.

**Affiliate Group Membership**
The Representatives can be instrumental in furthering the NPCA Goal: “To empower Members and Affiliate Groups to thrive” and in supporting the formation of new Affiliate Groups that meet the needs of the Peace Corps community. They can:

1. Encourage groups in the division to maintain their status as NPCA Affiliate Groups.
2. Assist Affiliate Groups with the group renewal process at the beginning of the year.
3. Identify needs and opportunities among the Affiliate Groups and relay this information to the NPCA Board and staff.
5. Incorporate any new groups into your ongoing communications in the division.

**Connect with Affiliate Groups**
The more the Representatives know about their constituent Affiliate Groups, the better prepared they will be to represent, support, and communicate with them. Here are some hints:

1. Representatives may want to maintain a record of constituent Affiliate Groups and their leaders. A spreadsheet works well for including details.
2. Update the constituent list using the monthly contact list from NPCA staff.
3. Contact the out-going Representative to learn about the Affiliate Groups in the division.
4. To set up communications with constituent Affiliate Groups:
● Ask to be included in Affiliate Groups’ newsletters, mailing lists, or listservs.
● Arrange in-person meetings with Affiliate Groups when possible.
● Attend Affiliate Groups’ special events whenever feasible.
● Schedule personal phone calls with Affiliate Group leaders
● Check the NPCA website for basic information on how to find Affiliate Groups online. (See link above.)
● Identify and become familiar with Affiliate Groups’ websites.
● Join social media platforms to connect online: Join Affiliate Groups’ Facebook Groups; Like Affiliate Groups’ Facebook Pages; Consider LinkedIn, Twitter and other social media.

Ongoing Communications
Once familiar with the Affiliate Groups in their division, Representatives can begin collaborative communications with constituents. Here are some options to consider:

1. All listed Affiliate Group leaders receive a monthly email newsletter from NPCA staff. The Representatives also receive this newsletter.
2. Representatives may supplement the NPCA newsletter with additional communications.
3. There may be times when NPCA staff asks for help with outreach on specific issues.
4. Set up an online information forum for the division using Facebook or Google Circles. (Check out “NPCA-Midwest” on Facebook as an example.)
5. Ask Affiliate Groups to share their accomplishments and activities. Send newsworthy updates to Peter Deekle (brag@peacecorpsconnect.org) for WorldView Magazine.
6. Encourage Affiliate Groups and members to share their Third Goal activities with the Peace Corps Office of the Third Goal by registering their activities at: https://www.peacecorps.gov/resources/returned/thirdgoal/register/
   NOTE: Peace Corps uses data from these reports to support funding requests.
7. Assist Affiliate Groups as requested to help upgrade their organizational structure through incorporation, bylaws or other standards, consulting staff as needed.

Information to Share with Groups
Affiliate Groups will be interested in information related to the overall Peace Corps community with particular emphasis on news about PCVs and RPCVs in their division. Here are some suggestions:

1. Inform country-of-service (global) Affiliate Groups about news, current events and developmental issues in their geographical divisions.
2. Share news that is specific to US geographical divisions with Affiliate Groups in the division.
3. Emphasize NPCA’s partnership with Peace Corps and the NPCA Goal: “to help Peace Corps be the best it can be” by sharing Peace Corps news with constituents.
4. Inform constituents about the work of the NPCA Board and their Representative’s role, responsibilities and accomplishments.

Affiliate Group Network
The NPCA Bylaws defines the Affiliate Group Network (AGN). Each Affiliate Group is allowed one voting member at the AGN Annual Meeting. All Affiliate Group leaders can participate. They can also join the AGN Facebook group.
1. The AGN Annual Meeting is held each year in conjunction with the NPCA Annual General Membership Meeting and Peace Corps Connect.
2. Representatives’ participation in the AGN Annual Meeting is usually requested by the AGN Coordinator and is important to its success.
3. AGN voting members elect the AGN Coordinator bi-annually.

**Governance**
Organizational and communications needs and opportunities change over time, so this is a working document. To submit questions or suggestions or request help regarding the position of Member-Elected Director (Representative), please contact the NPCA Board Governance Chair.
NPCA Bylaws Provisions Regarding AGN Coordinator

Section 6.04 Affiliate Group Network Coordinator
The Affiliate Groups will elect an Affiliate Group Network Coordinator (AGN Coordinator) to chair the AGN Advisory Committee, preside at the AGN Annual Meeting, and serve on the Board as the AGN Representative.

Section 6.05 AGN Coordinator Qualifications
A candidate for the position of AGN Coordinator must be a Member in good standing.

Section 6.07 Candidates for AGN Coordinator
A candidate for the position of AGN Coordinator shall be nominated by an Affiliate Group using a standard nomination form prepared by the Governance Committee. A candidate for AGN Coordinator may not run for a Member-elected Director position in the same election cycle.

Section 6.13 AGN Coordinator Term of Office
The AGN Coordinator will be elected in the even-numbered years and serve a two-year term to begin at the Annual Board Meeting following his or her election and to continue until a successor is seated.

Section 6.14 Duties of the AGN Coordinator
The AGN Coordinator will:
1. Preside at the AGN Annual Meeting;
2. Preside at any other meetings of the Affiliate Group Network;
3. Appoint the members of the AGN Advisory Committee;
4. Chair the AGN Advisory Committee;
5. Facilitate communication between the AGN and the Board;
6. Serve as a Director on the Board as the AGN Board Representative; and
7. Serve on the Executive Committee of the Board.

Section 6.15 Voting at AGN Meetings
An AGN Coordinator who is also a Delegate of an Affiliate Group may vote on behalf of that Affiliate Group on any matter before the AGN Annual Meeting not concerning his or her position. However, an AGN Coordinator who is not a Delegate may not vote except in the case of a tie, in which case the AGN Coordinator may cast the deciding vote.

Section 6.16 Board Term of AGN Coordinator
The AGN Coordinator will be seated on the Board at the beginning of the first Board Meeting following his or her election and serve for a term of two years to end when a successor is seated.

Section 6.18 AGN Advisory Committee
The AGN Coordinator will appoint an AGN Advisory Committee of a size to reasonably represent the participant Affiliate Groups. The AGN Advisory Committee will be appointed at the time of the AGN Annual Meeting and serve for a term of one year or until the end of the AGN Annual Meeting the following year.
Please see the 2015 NPCA Bylaws: Article V – Affiliate Groups and Article VI – Affiliate Group Network for further details.
NPCA 2018 Affiliate Group Nomination
for Affiliate Group Network (AGN) Coordinator

Nomination must arrive at NPCA no later than 5:00 pm (ET), April 10, 2020.

This is to certify that (name of nominee) ____________________________________________ has agreed to serve and been selected by (nominating affiliate group) ____________________________________________ as a candidate for the National Peace Corps Association’s Affiliate Group Network Coordinator from 2020-2022.

__________________________________________
Name and Title of Nominator

__________________________________________
Signature

__________________________________________
Name of Affiliate Group

__________________________________________
Nomination Date

Official nomination paperwork (nomination form, profile and photo) must be received no later than 5:00 pm (ET) April 10, 2020.

Submit the nomination materials to:

boardassist@peacecorpsconnect.org

Signatures are required on nominating forms. Electronic submissions are encouraged. Please contact us for mailing instructions, if needed.
National Peace Corps Association Board of Directors Nominee Profile

Please use this form to prepare your profile and statement, then submit it online here.

Name as you want it to appear on the ballot:

Address:

Phone Number(s):

Email:

Nomination by (NPCA affiliate group):

Current member of the following NPCA affiliate groups:

Peace Corps Service:
- Country: ______________________ Dates:________ Volunteer/Staff? _____
- Country: ______________________ Dates:________ Volunteer/Staff? _____

Current Employer/Position:

Other Employment:

Experience on organization boards:

Statement: please explain (in 120 words or less) the skills and expertise that you would bring to the NPCA board and your motivation for serving on the NPCA board as the AGN Coordinator. (We reserve the right to edit for length.)

Submit the following nomination materials no later than 5:00 pm (ET) April 10, 2020.
Email submissions preferred to boardassist@peacecorpsconnect.org

- signed profile information
- photo (headshot)
- statement
- affiliate group nomination

I hereby acknowledge that I have read and agree to the Role and Responsibilities of NPCA Board Directors. This nomination is made with my permission and I will serve on the Board if elected.

Signed: ___________________________ Date: ____________

According to the NPCA bylaws:

Section 4.09 Nominee Consent
Any nomination, whether by an Affiliate Group or by a petition of Members, must include a signed statement of consent by the nominee that the nomination is made with his or her permission and that he or she will serve on the Board if elected.