



## NCRF BOARD OF TRUSTEES NOMINATION FORM

**DEADLINE: Nomination Form must be received  
by April 6, 2018**

**ABOUT NCRF:** The National Court Reporters Foundation (NCRF) was established in 1980 and has served the court reporting and captioning professions proudly for 37 years. NCRF is the philanthropic, or charitable, arm of the National Court Reporters Association (NCRA). NCRF receives its funding primarily from donations.

The NCRF Board of Trustees meets in person once a year, in late July or early August, in conjunction with the NCRA Convention & Expo. Occasionally, there is a second in-person meeting, when needed, and there may be other meetings via conference call.

**NCRF MISSION STATEMENT:** The National Court Reporters Foundation supports the court reporting and captioning professions through philanthropic activities funded through charitable contributions.

**GOVERNANCE:** NCRF is governed by a Board of Trustees. NCRF's Bylaws may be found at [NCRA.org/NCRF](http://NCRA.org/NCRF) under "About NCRF." Annually in the spring, NCRA's Board of Directors elects NCRF's Trustees for the coming term. A term is three years and begins at the annual meeting of the Board of Trustees in conjunction with the NCRA Convention & Expo. Trustees may serve two consecutive terms.

NCRF is seeking nominees for its 2018-2019 Board of Trustees. Any NCRA member or member of the public is eligible to be nominated. Please see page 2 of this document for the NCRF Trustee Job Description.

Serving as an elected leader of any organization requires a commitment of time, skills, and resources. These are especially important for a foundation leader who, in addition to deciding policy and supporting the overall mission, must commit to personally donating financially and to raising funds.

## DO YOU WANT TO MAKE A DIFFERENCE?

**WHAT TO SUBMIT:** Candidates must submit a fully completed Nomination Form, which includes a bio or résumé. NCRF's Nominating Committee will only evaluate candidates based on what is submitted, so be sure to respond thoroughly to all questions. NOTE: Candidates are strongly encouraged to submit letters or emails of support that attest to their experience, qualifications, and character — any attributes that make them a good candidate as a Trustee.

For information about NCRF activities, please visit the Foundation's website at [NCRA.org/NCRF](http://NCRA.org/NCRF), or contact B. J. Shorak, Deputy Executive Director, at 800-272-6272, ext. 126, or by email at [bjshorak@ncra.org](mailto:bjshorak@ncra.org).

# NCRF TRUSTEE JOB DESCRIPTION

**OVERVIEW:** The Board of Trustees is the governing authority of NCRF. Trustees are elected by the NCRA Board of Directors each spring for a three-year term and may be elected to a second consecutive three-year term. Trustees bear fiduciary and legal responsibility to promote the best interests of NCRF. Each Trustee must commit to supporting NCRF's fundraising goals, both through personal donations and by serving on at least one fundraising task force to meet specific goals. Trustees must practice knowledge-based governance principles and develop strategic policies for the Foundation. Each Trustee must place NCRF's interests above their individual interests or desires and communicate any member concerns. Trustees must attend and participate in all board meetings and must prepare by reviewing meeting materials in advance. Trustees must know and understand NCRF's strategic plan, bylaws, policies, and programs. NCRF retains Trustees and Officers liability insurance to protect Trustees against legal recourse resulting from the discharge of their board responsibilities.

**RESPONSIBILITIES:** The word *Trustee(s)* as used below (unless specified otherwise) refers to both Trustees and Officers on the board.

- Each Trustee is legally bound to fulfill his/her responsibilities while performing duties on behalf of NCRF. Trustees shall act in good faith and in the best interests of NCRF and shall make reasonable inquiry when indicated.
- The board meets annually at the NCRA Convention & Expo and possibly via conference call, if needed.
- Trustees are responsible financially for NCRF and must monitor and ensure proper use of assets and approve annual budgets.
- Trustees develop and establish NCRF policies, which staff implements.
- The board speaks with a unified voice. Trustees must support all final board decisions, even if an individual Trustee opposed the decision during debate.
- Trustees develop NCRF strategic plans and monitor the implementation of those plans on a periodic basis.
- At the discretion of the Chair, a Trustee may be selected to act as liaison between the board and committees, councils, task forces, or affiliates.
- Trustees represent NCRF at all times during their term(s), including board meetings and functions, as well as at state and local affiliate levels. Trustees must maintain the appropriate professional decorum and attire when representing NCRF.
- Trustees understand that the Chair, Executive Director & Chief Executive Officer (ED/CEO), and Deputy Executive Director (DED) are the three official spokespersons for NCRF. Any requests for NCRF appearances, assistance, or support must be directed to them. At the discretion of the Chair, other members may be asked to represent NCRF.
- Trustees will refer questions about NCRF operations or staffing directly to the ED/CEO or DED.
- Each Trustee will donate within his/her abilities with a minimum target of \$1,000 annually.
- The Chair will assign each Trustee to at least one of NCRF's fundraising programs, and each Trustee must commit to an annual fundraising goal of \$5,000 minimum.
- Trustees will use their networks in order to help reach board-approved fundraising goals.
- On an annual basis, each Trustee must complete a Board Policy Agreement regarding conduct, confidentiality, ownership of materials and information, conflict of interest, and antitrust issues.



# NCRF BOARD OF TRUSTEES NOMINATION FORM

**DEADLINE: Nomination Form must be received  
by April 6, 2018**

Complete all information requested below and submit the form to the NCRF Nominating Committee.

*Mail:* National Court Reporters Foundation, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

*Fax:* 703-391-0629

*Email:* [msic@ncra.org](mailto:msic@ncra.org)

## NOMINEE TO COMPLETE THIS FORM

---

NAME OF NOMINEE

---

PREFERRED MAILING ADDRESS

---

CITY

---

STATE

---

ZIP

---

OFFICE PHONE

---

HOME PHONE

---

CELL PHONE

---

FAX

---

EMAIL ADDRESS

---

JOB TITLE

---

EMPLOYER

Are you a current NCRA member?  Yes ID#: \_\_\_\_\_  No

**REQUIRED: ATTACH CANDIDATE'S RÉSUMÉ TO NOMINATION FORM.**

**NOTE: The Nominating Committee will only take into consideration what is submitted. You may attach a separate sheet, if needed, to fully respond to the sections below.**

**1. COMMITMENT TO THE MISSION:** Please describe your experience relevant to the Foundation's mission of supporting the court reporting and captioning professions through philanthropic activities funded through charitable contributions.

**2. EXPERTISE:** The National Court Reporters Foundation is an inclusive organization and seeks individuals with varied experiences and alliances. Please describe your experience or expertise relevant to foundation or board service, philanthropic endeavors, or fundraising projects (including organizations, positions held, programs, or achievements) that support your consideration as a potential Trustee.

**3. FUNDRAISING:** Fundraising is one of the most important responsibilities of any foundation board. The board must show its support before asking others. Describe how you are willing to commit your time and resources.

**ADDITIONAL COMMENTS:** Please feel free to add any other comments below. You will be evaluated on the information provided, so *please be as thorough as possible*.

**NOTE:**

- A résumé or biographical sketch must be attached, along with any other background materials that may be helpful in supporting this nomination.
- Letters of recommendation and testimonials are strongly encouraged.
- The Nominating Committee will only take into consideration what is submitted.

**DEADLINE: Nomination form must be received by April 6, 2018**

**SUBMIT TO NCRF**

Please save the completed form and send via:

Email: [msic@ncra.org](mailto:msic@ncra.org) Fax: 703-391-0629

Mail: National Court Reporters Foundation, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

**QUESTIONS?**

Please email [msic@ncra.org](mailto:msic@ncra.org) or call 800-272-6272.