



NAPLA

Northeast Association of Pre-Law Advisors

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Washington, D.C.

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Overview of Open Board Positions 2024-2025 Election Cycle

Please review the following information carefully before nominating yourself or someone else to the NAPLA Board of Directors. If you have any questions, please contact Alex Jablonski, NAPLA President, at aj486@cornell.edu.

Nomination Process

All positions advertised below are open for the coming board term, which runs September 1, 2024, to August 31, 2025.

To be eligible for nomination, an individual must be a current and regular NAPLA member – that is, they must (1) be a pre-law advisor serving at a college or university; and (2) be up-to-date on their NAPLA dues.

Nominations will be accepted via [this Google form](#) through March 31, 2024. After this time, members of the Nominating Committee will review applications, confirm eligibility, and compose a slate of candidates for election. Accepted candidates will be notified by the committee in May, and voting by the membership will take place in June and July, following the Annual Meeting on June 11, 2024.

Time Commitment

Nominations are being accepted both for both at-large and executive positions. All board members attend regular board meetings, which are held in-person three times per year: in the fall (October or November); in the spring (March or April); and during the summer NAPLA or PLANC conference (June). The fall and spring meetings take place over weekends, with members traveling to the meeting location (typically a partner law school) on Friday, convening Saturday through Sunday morning, and traveling home Sunday afternoon. Summer meetings are shorter—an hour or two during a conference day. Travel, meals, and hotel expenses for board meetings are covered by NAPLA.

Outside of board meetings, at-large members should expect to commit some time each month to service on board committees—typically 5-10 hours/month, depending on the time of year.

Executive officers oversee key organizational functions and typically chair one or more board committees; as such, their roles come with a larger time commitment that varies between positions.

Those interested in any board position are encouraged to reach out to current board members in these roles: <https://napla.org/Leadership>

Position Descriptions

At-Large Board Member: At-large board members (also sometimes called “general board members”) participate in board meetings and serve on one or more board committees, which include the conference committee, programming committee, finance committee, membership and communications committee, and other committees as defined by the president.

At-large positions have a term length of two years, with the opportunity for re-election. An individual may not hold an at-large position for more than two consecutive two-year terms.

Four at-large positions are open each election cycle.

Second Vice President (executive committee): The primary role of the second vice president is to serve as conference chair for the NAPLA conference that will take place in two years. The person who enters the role in Fall 2024, for example, will take charge of the 2026 NAPLA Conference. As conference chair, the second vice president serves as primary organizer of the event, from initial review of proposals through planning and execution. They also oversee and delegate tasks to the conference committee, which includes all other members of the board.

This position has a term length of one year. Per the NAPLA by-laws, at the end of their term the second vice president advances to the role of first vice president for one year, followed by a term as president for one year.

Treasurer (executive committee): The treasurer oversees NAPLA’s finances, which includes managing the bank accounts and credit cards, processing payments and

reimbursements, and working closely with our accountants to prepare quarterly financial statements and to file taxes.

This position has a term length of one year, with the opportunity for re-election. An individual may not hold the position for more than five years consecutively.

Secretary (executive committee): The secretary takes minutes at each board meeting, records any motions proposed and votes taken, and assists in managing the NAPLA email account.

This position has a term length of one year, with the opportunity for re-election. An individual may not hold the position for more than five years consecutively.

Communications Coordinator (executive committee): The communications coordinator manages the NAPLA website, which involves editing and publishing content, organizing event registrations, and tracking membership renewals. This position also oversees the NAPLA email account and coordinates some messaging to membership.

This position has a term length of one year, with the opportunity for re-election. An individual may not hold the position for more than five years consecutively.