



Kentucky Association of School Administrators
2010 Application for Officer Candidates

Nomination Process

If you are interested in serving as an officer of the Kentucky Association of School Administrators (KASA), please review this entire document prior to completing the nomination form on page 4. If additional information is needed, please contact KASA's Executive Director Wayne Young at (800) 928-kasa or wayne@kasa.org.

General Information

Service as an officer in KASA is an opportunity for a school administrator to contribute to the improvement of public education in the commonwealth, to strengthen the education profession, and to enhance his or her own professional and personal growth.

Those who are chosen to serve in a leadership position in the Association should have the confidence, respect, and cooperation of the membership.

Those who accept a leadership position should be fully committed to the Association and to the completion of the responsibilities of the office.

It is a professional honor to be chosen as an officer in KASA, an honor that is established both by the respect of the membership and by the dedication and performance of the officer.

The KASA Constitution provides for the offices of President, President-Elect, Vice President, and the Immediate Past President. Each officer is elected for one year, with the offices of Vice President and President-Elect open for election each year. After one year of service, the President-Elect becomes President and the President becomes Immediate Past President.

The responsibilities and the demands for time and involvement increase with each higher office, with the greatest responsibilities upon the President.

Positions Open for Nomination: A. President-Elect B. Vice President

Eligibility Criteria

1. Candidate must have been an active member of KASA for at least five (5) consecutive years and must have completed at least one term on a KASA standing committee or the Board of Directors.
2. Candidate must be nominated by a colleague who is an active member of KASA.
3. Candidate must agree to the nomination and confirm that he or she will have adequate time to devote to the office and the freedom to travel on behalf of KASA.

4. Candidate (if not currently a superintendent) must obtain the signature of his or her superintendent in accordance with the nomination form to verify his or her support.
5. The office of President shall not be held by a representative of any one KASA affiliate organization for more than two (2) years in succession.
6. To complete the application process, the candidate shall submit the following to the nominating committee with the completed nomination form on page 4:
 - a. A digital photograph and copy of his or her résumé;
 - b. A written statement about his or her experiences as an educational leader and vision for KASA, not to exceed 500 words; and
 - c. Two letters of recommendation – one from an active KASA member in the candidate’s region, who is not employed in the same district as the candidate, and one from an elected officer or the governing body of a KASA affiliate group of which the candidate is a member. An affiliate officer or governing board may submit a recommendation for more than one candidate.

Nominee/Candidate Information

Each candidate is expected to:

1. Meet with the nominating committee at the KASA office in Frankfort to be interviewed for the respective office in early June.
2. Respond and discuss his or her vision for KASA with the committee members during the interview.
3. If elected, begin his or her term July 23, 2010, at the closing session of KASA’s annual summer institute.

Officer Responsibilities

1. Have full approval and support from his or her superintendent and board of education before accepting an office, if from a local school district, or from the chief officer, if from an agency or institution.
2. Be free to travel both during the weekdays and weekends throughout the year.
3. Be able to fulfill the responsibilities of the office, while completing the tasks of his or her assigned administrative position.
4. Be prepared to attend two (2) Board meetings and two (2) Executive Committee meetings annually, with each one requiring no less than one (1) day.
5. Be able to attend special meetings, hearings, etc., on short notice.
6. Be free to meet with the Executive Committee from six (6) to eight (8) times during the annual sessions of the state legislature.
7. Be knowledgeable of basic parliamentary procedure and skilled at processing various group meetings, including Board and Executive Committee meetings.
8. Attend all Board and Executive Committee meetings, except in case of an emergency.
9. Represent all KASA members rather than any particular group of school administrators.
10. Place the objectives of KASA above the objectives of any individual or affiliate group.

11. Be willing to speak out on issues on behalf of KASA and public education, even though the position may be unpopular with certain groups of educators or those with whom he/she works on a daily basis.
12. Stay knowledgeable about the current educational issues of interest to both the affiliates and KASA.
13. Have knowledge of the total public education system in KY (instruction, finance, governance, etc.).
14. Be willing and fully prepared to speak before groups on behalf of KASA.
15. Be knowledgeable about operations, governance, services, and status of the Association.
16. Be willing and prepared to discuss the Association with both members and non members.
17. Serve on special committees, task forces, and work groups outside of KASA.
18. Represent KASA at statewide meetings of other education interest groups and the affiliate organizations.
19. Assist, as needed, with the direct lobbying efforts in Frankfort during the annual sessions of the state legislature.
20. Meet, upon request, with KASA regional groups.
21. Assist with the long-range development of the Association and advise the Board of Directors and staff.
22. Understand the type of support provided each officer by the Executive Director and office staff and constraints of time under which they work.
23. Attend the KASA annual conference and assist with the general sessions and special events.
24. Help promote the Association and each of its services and activities.

Deadline to submit application is May 21, 2010.

Kentucky Association of School Administrators
Nomination Form for KASA Officers

I. Office for which nomination is made: President-Elect Vice President

II. Nominee Information (Candidate)

Name			
Position			
School District/Organization			
School (if applicable)			
Office Mailing Address			
Office AC/Phone		Office Email	

III. Nominee's Eligibility:

- a. The nominee has been an active member of KASA for five (5) consecutive years. Yes No
 b. The nominee has served on KASA's Board of Directors or a standing committee. Yes No

IV. Nominator Information:

Name			
Position			
School District/Organization			
School (if applicable)			
Office Mailing Address			
Office AC/Phone		Office Email	

V. Additional Nomination Application Items – To complete this nomination, please submit the following items, along with this nomination form to the KASA office no later than May 21, 2010:

- a. Digital photograph of the nominee and his or her résumé.
 b. Written statement completed by the nominee about his or her experiences as an educational leader and vision for KASA, not to exceed 500 words;
 c. Two letters of recommendation—one from an active KASA member in the candidate's region, who is not employed in the same district as the candidate, and one from an elected officer or the governing body of a KASA affiliate group of which the candidate is a member. An affiliate officer or governing board may submit a recommendation for more than one candidate.

We hereby certify the above nominee has confirmed that he or she will accept the nomination, will have the time to devote to the office, and will have the freedom to travel on behalf of KASA per our signatures below:

Nominee's Signature	Date
Superintendent's Signature (if nominee not currently a superintendent)	Date
Nominator's Signature	Date

**Please mail completed form and additional nomination materials to
 Executive Director Wayne Young, KASA, 152 Consumer Lane, Frankfort, KY 40601 by **May 21, 2010.****