



2026 SECRETARY/TREASURER APPLICATION PACKET

TO: NCEDA Membership
FROM: Gary Lanier – Immediate Past President, NCEDA
DATE: March 17, 2026
RE: 2026 NCEDA Executive Committee Application Period

NCEDA is now accepting applications for consideration for the NCEDA 2026-27 Secretary/Treasurer. This position carries a one-year term, with the potential to progress to the NCEDA Vice President and then NCEDA President roles. The NCEDA year runs from July-June; therefore, the incoming Secretary/Treasurer term will be July 2026 – June 2027.

The Nominating Committee will meet in mid-May. The slate of new officers and directors will be announced and voted on at the Annual Conference in June.

Secretary/Treasurer Eligibility Criteria:

- Two years of consecutive NCEDA Board service (past or current)
- Active participation and leadership on NCEDA Committees
- 75% attendance at NCEDA Board meetings
- 50% attendance at NCEDA conferences

Application Requirements:

- Submit completed Application Packet no later than 5 pm on April 10. Application packet should include the following:
 - Executive Committee Application (see the following two pages).
Note: Limit responses to the space provided on the application form. Do not submit additional pages.
 - Current Resume
 - **One** Letter of Support from Current Supervisor
 - **One** Optional Letter of Recommendation
*Note: Current NCEDA Board members, NCEDA Past Presidents and NCEDA staff are **not eligible** to provide optional letter of recommendation.*
- Participation in an individual **Executive Committee Interview** via Zoom with members of the Nominating Committee following application submission. NCEDA staff will contact applicants to share more details and schedule interviews after the application deadline.

Submission Details:

- Complete application packets should be submitted as a PDF file to liz@nceda.org no later than 5 pm of **Friday, April 10**.
- Please contact Liz (888.246.2332) with any questions or for confirmation of receipt.



2026 Secretary/Treasurer Application

Name: _____

Job Title: _____

Organization: _____

County: _____ Phone: _____

Email Address: _____

How long have you been a member of NCEDA? _____

How long have you served on the NCEDA Board? _____

1. What leadership qualities and experiences make you well-suited to serve on the Executive Committee?

2. Are there specific initiatives or programs within NCEDA that you would like to champion and why?

3. What do you consider your most significant contribution to NCEDA to date, and how would that inform your service on the Executive Committee?

4. If selected for the Executive Committee, what would be your top three priorities for your term, and why?

Signature: _____

Date: _____