



NCA National Officer

CANDIDATE APPLICATION 2024

National Officer Candidate Packet

The National Officer Candidate Packet can be found on the JAG website, Genius, or directly from your CSA Representative. Specialists should share the packet with potential candidates to complete.

1. State Affiliates may submit no more than two (2) total candidates. Candidates must be active participants in a JAG Program and an NCA Chapter. ([Article IV, Section 3, NCA Bylaws](#)).
2. The Nominating Committee will review all candidate applications prior to the National CDC. The Nominating Committee is led by the NCA President-Elect and includes a NCA representative from each model application, a NCA advisor, and a business partner.
3. The Nominating Committee shall administer the national officer candidate written examination at the National CDC. Candidates must pass the written examination with a score of 80% as a prerequisite to be interviewed.
4. The Nominating Committee will interview all national officer candidates before the final slate is determined. Candidates will respond to questions by the Nominating Committee.
5. Travel Policies must be signed and submitted with the completed application.
6. Please read the NCA Bylaws which refer to “[National Officer Election](#)” ([NCA Bylaws, Article IV, Section 1-4](#)) and the [NCA Policies and Procedures](#) which refer to “National Career Association Officers” (Article I, Section D, #1-10).
7. An orientation meeting for all National Officer candidates is scheduled prior to the Candidate Exam at the National CDC to review nomination procedures, campaign activities, and take the test.
8. For scheduling purposes, National Officer candidates WILL NOT be allowed to participate in Competitive Events at the National CDC. National Officer candidates ARE allowed to participate in the chapter recognition events at the National CDC.
9. The following items are required for eligibility. These items must be saved as a PDF and submitted via email to nca@jag.org and received by JAG National no later than March 15, 2024.

Candidate Application

Resumé

Signed Nomination Form

Essay

Signed Statement of Support

Transcript

Signed Travel Policy

10. The installation of the newly elected National Officers will be conducted during the Grand Awards Session on Saturday of the National CDC.

Application Requirements

Resumé Format

What must be included on your resumé [in any order]:

- Your full name, school, state, and current grade level. (Do not use home address - phone number is okay)
- NCA and JAG Achievements: i.e. offices held [Local, State and National]
- Number of years you have been in NCA/JAG
- Other Achievements: i.e. honors, awards, and offices held in other organizations
- Summary statement explaining: “Why you want to be an NCA Officer”

Your **one-page** resume must include the above information but is not limited to only those topics. Do NOT include cover letters. The resumé must be in a professional business format (not in a campaign flyer format). All resúmes must follow the above guidelines to be considered as an applicant for candidacy.

Essay Topic and Format

Topic: What does a leader of the National Career Association look like to you?

Formatting: The body of the essay should not exceed two (2) pages in length. The entire essay should be in Calibri, 12-point font, double-spaced, with 1-inch margins.

Guidelines for Transcript Submission

For eligibility, you will need to attach a copy of your transcript to the application. Your transcript can be an official or unofficial copy. The Nominating Committee will use your transcript to verify your GPA and classification at school. Note: If your official transcript is an electronic version, please be sure that the PDF is not digitally sealed or coded in a way that it will expire or not be visible to multiple users.

Suggested Study References for the Written Test

Officer candidates must pass the written examination as an eligibility requirement before being interviewed for the executive council. The written examination will have questions which represent approximately 1/3 parliamentary procedure and 2/3 NCA/JAG related information, and the passing score will be 80% (Article IV, Section 2, NCA Bylaws). Candidates will have 60 minutes to take the 30 multiple choice question in-person test.

KNOW THE FOLLOWING:

- National CDC Conference Theme
- National Officer Titles
- Duties of the Offices of an NCA National Officer

REVIEW THE FOLLOWING:

- History and Background of the JAG Organization (www.jag.org)
- NCA Bylaws (membership information, organizational structure, voting procedures) [CLICK HERE](#)
- Policy and Procedures Manual [CLICK HERE](#)
- Parliamentary Procedure —"Robert's Rules of Order, Newly Revised"

Important Dates for Candidates

March 15 6:00 pm EST Application Due

*Candidates must be in person and arrive to St. Louis on April 17 by 3 pm CST.

April 17 3:00 pm CST National Officer Candidate Exam

5:00 pm National Officer Candidate Interviews

8:00 pm Nominating Committee Meeting

April 17 9:00 pm National Officer Slate Announced, Campaigning Begins

April 18 3:00 pm Meet the Candidates Session at Voting Delegate Orientation

April 19 3:00 pm NCA Business Session: Candidate Campaign Speeches & Election of Officers

April 20 7:00 pm Grand Awards Sessions: Announcement of the 2024-2025 NCA National Officers

Candidate Application Submission Checklist

All items must be submitted with your application by March 15.

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Questions?

Any questions regarding the National Officer candidate application, candidate process, or campaign rules should be emailed to nca@jag.org

Name: _____

School Address: _____

City, State, Zip: _____

Phone Number: _____ Personal Email: _____

School/Program Name: _____ State: _____

Current Grade Level: _____ Number of Years in JAG: _____

Specialist Name: _____

Specialist Email: _____ Phone Number: _____

Which officer position do you believe you are best fit to run for and why (1-2 sentences)?

Preferred Officer Position: _____

Why? (1 or 2 sentences):

JAG NCA Leadership or Officer Positions Held	Year

Honors/Awards Received (NCA, JAG, and Others)

Participation in Other Organizations or Activities (School, Sports, Community, etc.)

Leadership Positions or Offices Held in Organizations Other than NCA/JAG

**What are your educational and career plans during the year you plan to serve in office?
What other educational commitments will you have during this year?**

Read carefully and study the statement below before submitting this form to your Specialist and CSA Representative or NCA State Advisor.

Serving as a NCA National Officer is a 12-month commitment to the organization. Therefore, it is vital all members who aspire to take one of these positions are highly qualified, able, and willing to assume the responsibilities required.

After discussing the responsibilities of a National Officer with your parents/guardians, Specialist, and school administrators, candidates should submit this form to the CSA/NCA State Advisor for consideration. When the CSA Representative/NCA State Advisor is confident the candidate will be able to carry out all responsibilities, the CSA Representative/NCA State Advisor must sign this form and give it to the applicant to submit to JAG National with your entire application.

National Officer Candidate’s Statement

If elected as a National Officer for the National Career Association, I will dedicate one full year of service to the organization. I will serve my entire term of office and will promote the goals and objectives of the NCA and JAG. I will project a desirable image of the NCA and JAG at all times. I will abide by the Travel Policies as stated and I will fulfill and complete all obligations and assignments that are given to me as a member of the NCA Executive Council.

Candidate’s Signature

Date

Parent or Guardian’s Signature

Date



Nomination For National Officer Candidate

The applicant must submit to the CSA Representative and/or NCA State Advisor all required information in this packet for submission. The individual is not considered eligible for candidacy until JAG National receives a completed application with all required forms in support of the individual and a photograph of the candidate. The deadline date for receipt of completed application is March 15.

The CSA Representative and/or NCA State Advisor may use any process to determine which applicant(s) is eligible to run for national office or adhere to a process implemented in the state. It is the CSA Representative and/or NCA State Advisor's responsibility to verify all forms are accurate and complete before signing the nomination form. Furthermore, the CSA Representative and/or NCA State Advisor should believe the candidate will be a good representative of their State Affiliation, JAG National, and the National Career Association and will fulfill the responsibilities of a National Officer of the National Career Association.

The JAG State Affiliate, _____ endorses this candidate with confidence and agrees to support this candidate throughout their term of office.

CSA Representative/NCA State Advisor Signature

Date

Statement of Support

I approve _____ applying for a National Officer position of the National Career Association, and, if elected, agree he/she/they will be able to commit the time and have the transportation necessary to carry on the duties of the office. It is also my understanding that there may be trips where my child may be traveling alone to attend state and national meetings.

Signature of Parent or Guardian

Date

This Candidate meets the qualifications for office, and I recommend him/her/they as a National Officer Candidate.

Signature of Specialist

Date

Our school is supportive of this NCA National Officer candidate for because we believe he/she/they will fulfill the duties successfully if elected.

Signature of School Principal/Director/Dean

Date

National Officer Travel Policies

1. When National Officer members travel on behalf of the NCA and/or JAG, they represent all members throughout the country, as well as the rest of the Executive Council. NCA officers are expected to wear the official NCA uniform when traveling on NCA/JAG business and conduct themselves accordingly.
2. An NCA Officer Travel Request Form must be completed and sent to NCA Headquarters prior to any travel. Based on the travel budget for the year, all national officer travel must be approved by the NCA Officer Advisor and the JAG National Headquarters.
3. State Affiliates requesting an officer to travel to their state (for a conference or speaking engagement, etc.) will assume responsibility and expenses for onsite lodging, meals, and transportation onsite and JAG National will assume all travel expenses.
4. The National Career Development Conference and National Student Leadership Academy expenses for transportation, lodging, a maximum of \$60 per full day or \$30 for half day for meals, and registration fees for National Officers will be absorbed by JAG National. Travel and lodging will be arranged by JAG National, unless prior permission is granted.
5. Reimbursements will be processed when the NCA Officer Advisor receives a completed per diem request or reimbursement form with receipts.
6. JAG National has minor insurance coverage for national officer travel. NCA/JAG will not be held responsible for injuries to officers even though they are traveling on NCA/JAG business.
7. Newly elected officers are required to participate in a required training session. JAG National will incur all transportation, lodging and meal expenses. Failure to participate in the training will jeopardize officers' continued service.
8. NOTE: Remember, simply returning home does not complete a travel assignment. Officers need to submit an OFFICER REPORT TO THE PRESIDENT and the Officer Advisor, as well as follow-up "thank you" letters to those individuals and groups who made the trip possible. (Letters include your host state or Specialist, your own state advisor or CSA, state or local officers, and sponsors or contributors, etc.) The officer should accept responsibility to follow up on any requests received onsite, e.g., student request for list of officers, etc.
9. As a member of NCA's Executive Council, you are committing yourself to some required travel. When traveling on NCA/JAG business, you will be traveling alone. [If your school has a policy stating a Specialist or parent must travel with you, the party making the request will absorb all expenses for travel.] Your employer and/or school administrator should be made aware of these responsibilities as soon as you are elected.

I understand and agree to abide by the above travel policies.

Candidate's Signature

Date

Campaign Rules

1. The campaign rules and regulations must be strictly adhered to prior and during the conference. Any violation of campaign rules will result in disqualification of the candidate.
2. Campaigning may begin ONLY AFTER the slate of qualified candidates is announced by the NCA Nominating Committee on day one of the National CDC. NOTE: The person applying for a National Officer position is considered an applicant until after the National Officer test. If the person/applicant passes the test, he/she/they will be slated for a position to run for a National Officer position and, at that time, is considered a candidate.
3. Online, virtual, electronic, and social media campaigning are not permitted, this includes:
 - Emailing individual members, Voting Delegates, State Affiliates and/or CSA/State Advisors.
 - Social media platforms and/or messaging apps are prohibited for campaign use. These platforms include but are not limited to Facebook, Instagram, Twitter, Discord, Snapchat, What's App, Group Me, Tik Tok, Tumblr, Medium, etc.
 - Candidates may not create any personal websites or candidate-specific social media accounts (i.e., event pages, fan pages).
4. Verbal campaigning only will be permitted during the National Career Development Conference. There will be no props, favors, or other campaign materials distributed during the campaign.
5. Candidates are not allowed to host their own virtual or in-person meetings or participate in unofficial virtual meetings hosted by members, Voting Delegates, or state officer teams without approval from the State Advisor, or JAG National, or the Nominating Committee.
6. During the National CDC, candidates are required to attend the "Meet the Candidates" portion of the Voting Delegate Orientation and the NCA Business Session. More information will be provided during the candidate orientation.
7. Candidates will prepare campaign speeches for the NCA Business Session. Campaign speeches cannot exceed two (2) minutes and visual aids or audiovisual productions are NOT permitted.

Example Candidate Rating Sheet

*This form is NOT to be completed and sent with the Officer Application.

This is a sample and example form that may be used by the nominating committee during interviews.

Eligibility		
Passed Exam with 80%	Yes	No
Active member of NCA/JAG	Yes	No

INSTRUCTIONS: The Nominating Committee will rate candidates on their responses to selected questions based on the following. Candidates are graded on a 0-9 scale where 0=unacceptable, 5=adequate and 9=exceptional.

Part One-Essay Criteria

Please see the essay grading rubric on page B-11.

Introduction	0	1	2	3	4	5	6	7	8	9	10
Body Paragraphs	0	1	2	3	4	5	6	7	8	9	10
Grammar and Mechanics	0	1	2	3	4	5	6	7	8	9	10
Conclusion	0	1	2	3	4	5	6	7	8	9	10

Score _____

Part Two-Interview Criteria

Please see the interview grading rubric on page B-12

Introduction	0	1	2	3	4	5	6	7	8	9	10
Content of answers	0	1	2	3	4	5	6	7	8	9	10
Verbal Communication Skills	0	1	2	3	4	5	6	7	8	9	10
Non-Verbal Communication Skills	0	1	2	3	4	5	6	7	8	9	10
Closing	0	1	2	3	4	5	6	7	8	9	10
Overall Impression	0	1	2	3	4	5	6	7	8	9	10
Meeting Time Requirements	0	1	2	3	4	5	6	7	8	9	10
Professional Attire	0	1	2	3	4	5	6	7	8	9	10

Score _____

Total Score _____

Nominating Committee Member Signature

Date

Example Essay Grading Rubric

Statement of interest	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
Introduction	The introduction is weak or missing key elements.	Introduces the topic but may lack engagement.	Engaging and clearly outlines the purpose of the essay.	Captivating introduction that hooks the reader.	0-10
Body Paragraphs	Limited development, lack of organization.	Adequate development but may lack cohesion.	Well-organized and supports thesis effectively.	Coherent, well-structured paragraphs with strong support.	0-10
Grammar and Mechanics	Numerous errors impacting readability.	Several errors affecting clarity.	Few errors that do not hinder understanding.	Virtually error-free writing.	0-10
Conclusion	Weak or missing conclusion.	Summarizes main points but may lack insight.	Provides a strong conclusion that synthesizes key ideas.	Exceptional conclusion that leaves a lasting impact.	0-10

Total Score

Example NCA Officer Candidate Interview Rubric

Statement of interest	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
1. Introduction <i>Utilized JAG's GNAP Process (Greeting, Name, Affiliation, Purpose)</i>	Competitor completed 1 of 4 of the skills.	Competitor completed 2 of 4 of the skills.	Competitor completed 3 of 4 of the skills.	Competitor properly introduced themselves: <ul style="list-style-type: none"> • Introduce yourself using JAG's GNAP proces • Firm handshake • Eye contact • Voice volume 	0-10
2. Content of answers <i>Competitor shows willingness to volunteer information.</i> <ul style="list-style-type: none"> • Responds appropriately to every question. • Relates strengths and skills for the job. • Sounds professional in choice of vocabulary and description of personal strengths 	Competitor's responses were not relevant or did not connect to relevant skills and experience.	Competitor provided relevant responses, but did not use examples or tie responses to their relevant skills.	Competitor effectively responded to questions by sharing relevant skills and examples and demonstrated moderate enthusiasm.	Competitor effectively and enthusiastically responded to questions by sharing relevant: <ul style="list-style-type: none"> • Skills • Examples 	0-10
3. Verbal Communication Skills <ul style="list-style-type: none"> • Volume • Tempo • Clear Communication • Proper Grammar 	Competitor utilized 0 or 1 of 4 skills consistently.	Competitor utilized 2 of 4 skills consistently.	Competitor utilized 3 of 4 skills consistently.	<ul style="list-style-type: none"> • Competitor effectively and enthusiastically responded to questions by sharing relevant: • Skills • Examples 	0-10
4. Non-Verbal Communication Skills <ul style="list-style-type: none"> • Eye contact • Purposeful Gestures • Open Stance 	Competitor did not properly utilize non-verbal communication skills.	Competitor utilized 2 of 3 skills consistently	Competitor utilized each skill but used them inconsistently throughout the interview.	The competitor efficiently utilized the three skills: <ul style="list-style-type: none"> • Displays comfortable eye contact, • Displays confidence in their demeanor; • Stand/sits up straight throughout the interview 	0-10
5. Closing	Competitor did not ask any questions and the judges were left with minimal impression of job candidate.	N/A	N/A	Competitor asked at least one question that was relevant to the position, or a relevant follow-up to judges questions and left the judges with an overall positive impression.	0-10

Example NCA Officer Candidate Interview Rubric

Statement of interest	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
6. Overall Impression	The competitor appeared to be nervous and anxious during the presentation. It was evident they were excited; they just need more practice with presentations	Most of the competitor's posture, body language, and facial expressions indicated a lack of enthusiasm for the presentation. Movements were distracting.	The competitor exhibited some level of confidence in his/her presentation ability but seemed a little nervous.	The competitor presented with confidence. They were excited to share information about their future career of interest	0-10
7. Meeting Time Requirements	The meeting significantly exceeded the allocated time.	The meeting slightly exceeded or fell short of the allocated time.	The meeting adhered precisely to the allocated time.	The meeting concluded earlier than the allocated time, allowing for additional discussion or activities	0-10
8. Professional Attire	The attire is unsuitable and unprofessional for the context.	The attire shows some professional elements but lacks consistency.	The attire is suitable and professionally consistent.	The attire is exceptionally appropriate and demonstrates a deep understanding of professionalism.	0-10

Total Score