

NJPA Nominations and Leadership Development (N&LD) Committee

The mission and purpose of the Nominations and Leadership Development (N&LD) Committee is to identify, cultivate, and encourage new talent and leadership within NJPA to nurture the leaders of tomorrow. Among its objectives are developing initiatives to train and support new leaders, and to provide ongoing opportunities for leadership at every level in NJPA, in NJPA affiliates, and within APA. Developing and solidifying a leadership pipeline is a new priority and all efforts are made to especially encourage and support involvement of students and Early Career Psychologists (ECPs) as emerging leaders in NJPA. The N&LD Committee assumes overall responsibility for identifying and retaining candidates interested in NJPA elected positions, which includes soliciting nominations and overseeing the election process. Members of the N&LD Committee remain especially committed to diversifying leadership and recruiting and soliciting member volunteers who will add value and enrich NJPA by sharing diverse points of view. The N&LD Committee is directly charged to review the qualifications of all nominees to determine if they meet the established criteria, and to forward to the Executive Board a list of candidates for elected office.

POLICIES & PROCEDURES

(Amended and approved by the NJPA Executive Board on 3/25/20)

As stated in the NJPA bylaws (approved 10/27/12), all NJPA elections shall follow the policies and procedures set forth by the Nominations and Leadership Development Committee that are approved by the Executive Board.

Every effort will be made to secure at least two nominees for every office on the slate, and two nominees for each member-at-large position to be filled. In the event that the Nominations Committee is unable to recruit two candidates for each open seat, one candidate and a write-in option will be presented to the membership on the ballot. The exception is the Affiliate Member-At-Large position, no write in line will be provided for general membership as the nominees come from the Affiliate Caucus. The Affiliate Caucus shall draw names from the entire affiliate population. No name shall appear on the ballot for more than one office.

All NJPA elections shall take place electronically. A secure medium shall be used to ensure that only eligible NJPA members will have access to the electronic ballot, and that each member shall only vote once. All measures shall be taken to ensure confidentiality of members' votes.

The voting period shall commence on the first Tuesday of September and will remain open for three weeks after electronic voting begins. The N& LD Chair shall be responsible for overseeing the election process and confirming election results. The NJPA president, president-elect, and past-president will be notified of the results along with the N&LD chair first. Then the candidates will be notified, by the NJPA president or his/her designee, followed by the NJPA executive board. Lastly, the general membership will be notified.

NOMINATIONS & ELECTIONS COMMITTEE

Criteria

All candidates for elected office in the New Jersey Psychological Association must meet the following criteria:

1. NJPA member in good standing;
2. Evidence of volunteer involvement in NJPA for at least one year, and/or a leadership role in an NJPA Affiliate Organization for at least one year; and
3. No current legal or ethical violations as determined by the BOPE, court or other governing body.

Additional criteria will apply as follows:

For candidates for **President-elect**, candidates must have served on the NJPA Executive Board or in a leadership position in an affiliate organization, or chaired an NJPA committee, special interest group, task force, resource group, or had an active role as an NJPA committee, special interest group, or resource group member within the last three years.

For candidates for **Treasurer**, candidates must have familiarity with finances, budgets, and investments. The candidate should have had an active role in an NJPA committee, special interest group, resource group, or affiliate within the last five years.

After the September election, the elected treasurer will become a mentee to the current treasurer, October through December. For those three months, the newly elected treasurer mentee will shadow the current treasurer at the NJPA Finance Committee and Executive Board meetings to learn the role. The role will begin in January.

For candidates for **Secretary**, candidates must have familiarity with fundamental operations of the NJPA Executive Board; experience as secretary in other organizations and/or committees will be helpful; technological and organization skills required. The candidate should have had an active role as an NJPA committee, special interest group, resource group, or affiliate within the last five years.

For candidates for **Member at Large (Nominations)**, candidates must be a member in good standing in NJPA and have had an active role in an NJPA committee, or other NJPA group including NJPAGS, task force, special interest group, resource group, or affiliate within the last year.

For candidates for **Member at Large (Affiliate)**, candidates must be a member in good standing in NJPA and his/her affiliate and have had an active role in an NJPA committee, or other NJPA group including NJPAGS, task force, special interest group, resource group, or affiliate within the last year.

For candidates for **APA Council Representative**, see below for a full job description.

Rules and Procedures

- ◆ All matters discussed by the Nominations & leadership Development Committee shall be held in strict confidence.
- ◆ Nominations & Leadership Development Committee is chaired by the past-past- president. Core members are past-past president, past-president, president, president-elect, and executive director, and other members as the committee deems necessary. The committee is responsible for overseeing the nomination and election procedures for NJPA, including setting policy and procedures, and monitoring the election process.
- ◆ A “Call for Nominations” is published in the *New Jersey Psychologist* and other medium to promote the most diverse and robust slate of candidates. Nominations shall be directed to the chair. Self-nominations will be strongly encouraged.
- ◆ For APA Council Representative, NJPA forwards the candidates’ names to the APA Office of Elections. NOTE: APA Council Representatives are elected every 3 years
- ◆ As per the NJPA by-laws, ARTICLE VIII-NOMINATION & ELECTION OF OFFICERS, 5: “Election procedures for the representative(s) to the APA Council of Representatives shall be in accordance with APA election procedures.”
- ◆ Criteria used in considering all nominees for NJPA elected offices include experience, ability to collaborate and work well with others to achieve results and working effectively for the benefit of the organization.
- ◆ The Committee considers all nominees for President-Elect, Treasurer, Secretary and Members-At-Large and forwards to the Executive Board the candidates who meet the criteria.
- ◆ Each year, there will be two Member-at-Large positions open: one for candidates nominated by the Affiliate Caucus, and one for candidates nominated by the general membership.
- ◆ The Committee considers all nominees for one Member-at-Large seat, from the general membership, each year and forwards to the Executive Board the candidates who meet the criteria.
- ◆ The Affiliate Caucus submits nominees from the Affiliated Psychological Organizations for the Member-at-Large seat each year and forwards those names to the Committee. The Committee considers all nominees for the Affiliate Member-at-Large seat, and forwards to the Executive Board the candidates who meet the criteria.
- ◆ The Executive Board shall have final approval of the slate of candidates presented to the membership for election to NJPA office. Candidates are listed on ballots in alphabetical order.

GUIDELINES FOR CAMPAIGNS FOR NJPA OFFICE
(updated 3-25-20)

Nominations & Leadership Development (N&LD) Committee

1. All candidates are encouraged to conduct their campaigns in a manner that is positive and respectful towards their opponents.
2. All candidates shall refrain from utilizing any means or resources that create an unfair advantage over another candidate, including, but not limited to:
 - a. Establishing a campaign website
 - b. Paying for advertisements
 - c. Campaigning or electioneering on other public forums (e.g. other professional listservs or websites, etc.).
3. Campaigning by the candidate or electioneering by any member on behalf of any candidate, on any NJPA listserv or other public forum, is strictly prohibited.
4. Each candidate running for any NJPA office will be invited to prepare a public statement that will be available to all members on the website, and in electronic and print publications, as appropriate.
5. NJPA will hold a virtual “Meet the Candidates” during which all candidates running will have the opportunity to make a public statement and address questions directly from members. This virtual “Meet the Candidates” will be recorded and posted on the NJPA website. This virtual meeting will be the only time that NJPA will host a public forum to promote the candidates. It is recommended this meeting take place shortly before voting commences (early September), at a mutually agreed upon time with all candidates.

Each NJPA candidate’s statement of interest will be shared by NJPA via internal communication means. In September, this statement will also be posted once by the NJPA LISTSERV chair on the NJPA Members Only LISTSERV. The candidates may include a backchannel email for members to ask follow up questions. The LISTSERV chair will determine in which order the statements will be released.

NJPA members are encouraged to share via the NJPA Members Only LISTSERV their intent to vote in the NJPA elections, their views on issues that are important to them and would like to see addressed, encourage members to read all of the candidates’ statements to educate themselves for the vote, share the NJPA link to the elections website page on the NJPA Members Only LISTSERV, and share that they did vote. Members shall not share via the NJPA LISTSERV for whom they will vote or comment on the candidates or candidates statements via the NJPA LISTSERV. NJPA members may not talk up or put down candidates, and are expected to remain respectful and courteous at all times. Any problematic electioneering issues will be brought to the attention of the NJPA Executive Board. The NJPA Executive Board will determine what response might be appropriate.

6. The voting period shall commence on the first Tuesday of September and will remain open for three weeks after electronic voting begins.
 7. Candidates will be permitted to campaign privately beginning the month prior to voting (August). Private campaigning shall be limited to personal messages to individuals via written, verbal or electronic means. All candidates are expected to use good judgment when contacting other members and to limit the number of contacts to potential supporters. If any candidate wishes to utilize any means of campaigning beyond those stated, they must obtain specific approval to do so by the Nominations and Leadership Development Committee.
 8. All candidates and supporters are expected to remain respectful and courteous at all times. Untruthful, misleading or disparaging statements against other candidates are strictly prohibited.
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RECOMMENDED QUESTIONS FOR “MEET THE CANDIDATES”

1. What is your vision for NJPA?
 2. Why did you choose to run for President of NJPA?
 3. How do you feel your presidency will impact on the organization?
 4. Now that NJPA has a new mission and goals, how do you plan to incorporate that into your initiatives as President?
 5. What is your major goal during your presidency and how do you plan to accomplish that?
 6. Where do you stand on the current issues in the Association (i.e. lawsuit, RxP, CE)?
 7. Given that the membership base in NJPA, as in most professional organizations, continues to “age out,” how do you plan to keep NJPA a vibrant and thriving organization?
 - Specifically, what are your plans for engaging new members?
 - How do you plan to maintain and improve membership recruitment and retention across all categories of constituents?
 8. This year the charge of the Nominations committee changed to include “Leadership Development,” how do you plan to move this initiative forward and develop new leaders in NJPA?
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APA Council Representative – Job Description 1-25-18

The Council of Representatives is the governing body of APA and has full power and authority over the affairs and funds of the association within the limitations set by the certificate of incorporation and the Bylaws, including the power to review, upon its own initiative, the actions of any board, committee, division or affiliated organization.

The Council is composed of Representatives of divisions, representatives of state, provincial (Canadian provinces), and territorial (U.S. possessions) psychological associations (SPTAs), and the members of the Board of Directors.

The Council Representative is expected to become familiar with the current issues confronting the APA and to become conversant with the Council Agenda which is published twice a year, once at the beginning of the year and again about a month before the Annual Convention. (To put it in some perspective, this agenda is often 600-800 pages long.)

The Council Representative is automatically added to the Council (COR) Listserv. It is expected that the Council Representative will actively monitor COR Listserv discussions and notifications, and respond as appropriate. The Council Representative should be aware that these discussions can sometimes become extremely intense and complex, especially at times immediately before Council meetings. The Council Representative will need to keep the NJPA Board informed of issues that are being addressed on the COR listserv, particularly those topics or issues of relevance to NJ psychologists. These issues would then be discussed in Board meetings and/or between meetings, as needed.

The Council Representative should be aware that, while elected by NJPA, they serve the national interest of and have a fiduciary responsibility to the American Psychological Association, whose mission it is "to advance the creation, communication and application of psychological knowledge to benefit society and improve people's lives." The Council Representative will be involved in discussing and making decisions on issues related to policy and the profession of psychology as a whole.

The Council Representative is expected to attend at least two meetings a year: 1) in February or March when Council meets for 3-4 days in Washington, DC, and; 2) at the location of the Annual Convention when the Council meets for 2-3 days which overlap the days the Convention is meeting. At the current time, APA funds the February trip as well as the Convention trip for travel, hotel and other expenses for the days on which Council meets. In the past, NJPA has been able to provide some reimbursement for expenses (generally up to \$500) which are not covered by APA for the Convention trip. It should be noted that there are no guarantees going forward that either APA or NJPA will continue these funding policies (although it is unlikely that this will happen)."

The Council Representative is a voting member of the Executive Board and so is responsible for attending all NJPA Board meetings. As a member of the Board, the Council Representative is assigned to two Board Committees and is expected to attend (either in person or virtually) those meetings. The Council Representative is responsible for preparing two informational articles for publication in the *New Jersey Psychologist*. These articles will provide information to members on issues/items discussed and/or voted on during Council meetings. Members will also be kept informed of relevant issues under consideration by Council via the Board Meeting Minutes and by other means (E.g., Friday Update) as deemed appropriate by the NJPA Board and the Council Representative.

When considering candidates for Council Representative, NJPA will consider those members who:

- a) demonstrate an interest in and knowledge of the broad issues facing psychology at the state, national, and international levels;
- b) have with experience and leadership at the local and state level;
- c) have demonstrated skills in consensus building;
- d) are able to make the time commitment required, and;
- e) are able to take on responsibilities as indicated for the position in APA and NJPA.

The Council Representative currently is elected for a 3-year term and may succeed themselves, if reelected, for one more 3-year term. (At the end of a 6-year term, a person must rotate off, as state representative, for at least one year, after which they may be considered again.)

NJPA NOMINATIONS & LEADERSHIP DEVELOPMENT (N&LD) COMMITTEE

Recommendations for creation of Task Force to determine NJPA Endorsement of APA President-Elect Candidates

Submitted to NJPA Executive Board
September 2012

- A permanent vetting Task Force shall be created, comprised of NJPA President, Past President, and President-Elect, Chair of Nominations & Leadership Development Committee, APA Council Representative, and Executive Director. The President may also elect to appoint additional members as “consultants,” at his/her discretion, during any election cycle, in consideration of including broader representation of experience with APA leadership.
- The charge of the Task Force shall be to review APA President-Elect Candidates’ qualifications to determine if NJPA should endorse any candidate(s) in a given APA election year.
- The members of the Task Force shall base their recommendations on how well a candidate’s platform aligns with, or advances, NJPA objectives and priorities.
- The Task Force shall make recommendations to the Executive Board for consideration of official NJPA endorsement and promotion of candidate to the membership.
- The Task Force shall have authority to develop and execute more specific procedures, as it deems necessary, to perform its function, with Board approval, as appropriate.

***ADDENDUM (Added: 12/13/12):** The Chair of Nominations & Leadership Development Committee shall serve as the Chair of the Task Force on NJPA Endorsement of APA President-Elect Candidates*

ADDENDUM (Added: 10/28/13):** It was decided that any listserv endorsement for an APA candidate must include a disclaimer stating that this is a personal endorsement for the candidate and not an NJPA endorsement. The following disclaimer language was created and distributed to NJPA membership via the listserv. **“the above endorsement is a personal endorsement and is not to be perceived as an endorsement by NJPA.”

ADDENDUM (Added 12/20/13) Psychologist of the Year Award Procedure

ADDENDUM (Added 2/27/15) Lifetime Achievement Awards

ADDENDUM (Added 6/7/16 e-vote) Psychologist of the year amended intro and subcommittee member selection/President's discretion)

ADDENDUM (Added 9/16/16 board meeting) Citizen of the year and Friend of Psychology Lifetime Achievement Award

ADDENDUM (Added APA Council Representative – Job Description 1-25-18) (Added 3-29-18 Updates to the criteria on page 2 – approved by the board)

ADDENDUM (Stanley Moldawsky Award added/ Membership Recognition Award name change approved) 4-13-18

NOMINATIONS AND LEADERSHIP DEVELOPMENT AWARDS: *The NJPA president, or his/her designee, will notify all of the NJPA and NJPA committee awards nominees and winners of the nominations results, except for the Academic and Scientific Affairs awards and NJPAGS awards. The status of results shall be shared in a timely fashion following the decisions.*

NJPA Lifetime Achievement Award

The NJPA Lifetime Achievement Award, the Association's highest honor, recognizes exceptional leadership in the form of enduring and exemplary contributions to NJPA, over a sustained period of time, which collectively, has significantly enhanced the Association's ability to positively impact the lives and careers of its membership, as well as advancing the field of psychology in New Jersey, and beyond. It is suggested that the candidates be at least 65 years of age, however remarkable life circumstances will be taken into consideration for those candidates under 65 years of age.

Any member of NJPA can nominate a fellow member for this award by submitting a detailed statement (up to 500 words) demonstrating how the nominee meets the outlined criteria and why he/she deserves this honor. Supporting documentation may be enclosed. The Nominations Committee will accept names of suggested nominees each year but will award nominees based on merit and presentation opportunity. This award need not be presented on a yearly basis. Nominations will be reviewed by the NJPA Nominations and Leadership Development Committee (N&LD) and a recommended slate of candidates will be presented to the NJPA Executive Board based on how well each meets the criteria and spirit of the award. Not all nominees will necessarily be included in the recommended slate. **The slate will be approved by the NJPA Executive Board.**

Psychologist of the Year Award (updated 3-25-20)

Each year, NJPA recognizes a full member who has been a member for at least 5 years, made an important contribution to the profession of psychology in New Jersey, through service to NJPA, and who has demonstrated excellence in psychology either through practice, research, and/or teaching. NJPA members will be asked to recommend a member for Psychologist of the Year. NJPA will seek nominations of those NJPA members with a *recent* (past few years) impressive body of work. Each submission must include a narrative of one to two pages in length explaining why the suggested nominee deserves this honor. The nomination should include:

Nominee credentials

- *Professional Activity* - activity in areas which directly address the topic of promoting the profession of psychology.
- *Work Experience* - work or volunteer activity which places the candidate in contact with issues related to the profession of psychology.
- *Publications and/or Presentations*

Rationale

- *Perceived value/character* of the nominee
- *Perceived unique abilities* of the nominee

All nominations will be reviewed by the Nominations and Leadership Development Committee. If the Nominations and Leadership Development Committee does not receive at least one viable Psychologist of the Year nominee, then the Nominations and Leadership Development Committee would determine if there is a viable nominee for that year. If the Nominations and Leadership Development Committee receives viable nominees from the NJPA membership, then up to three selected nominees will be forwarded to the Psychologist of the Year Nominations Subcommittee, which will serve only during the year it is appointed. The Subcommittee Chair and members shall be appointed by the President with input from the Chair of the Nominations and Leadership Development Committee. The Nominations Chair will advise the Subcommittee Chair about the process before the Subcommittee votes. The Subcommittee will have the final determination of the award winner. The Subcommittee population shall be made up of a diverse representation of the NJPA membership. The Subcommittee should consist of, if possible that year, representatives from NJPA affiliates, in various committees, Committee on Diversity and Inclusion (CODI), a joint member of NJPA/NJ Chapter of Association of Black Psychologists, and a joint member of NJPA/Latino Mental Health Association of NJ, and any other members the president sees fit to appoint. All Subcommittee members shall be NJPA members but shall not be currently serving on the NJPA Executive Board. If the subcommittee chair is having difficulty finding volunteer members, the president shall have the discretion to appoint past-presidents or past psychologist of the year award winners to the subcommittee. **The name will be presented to the Executive Board but does not require approval.**

The Psychologist of the Year Award Subcommittee shall consider -

1. Important contributions made to the profession of psychology in New Jersey;
2. Important contributions made to the profession through service to NJPA;
3. The candidate's value to the association, his/her character, and unique professional abilities;

The Subcommittee shall document their decision-making process and key qualifications for numbers 1-3 above, for transparency. This documentation shall be submitted to the Nominations Committee for review to determine if the selection criteria and process were followed. If the selection criteria and process were not followed, the Nominations Chair shall refer the nomination back to the Subcommittee for further review and to address the issue(s) of concern. The Nominations Chair will present the award winner to the Executive Board.

CITIZEN OF THE YEAR

The Citizen of the Year is awarded to a non-psychologist who lives or works in New Jersey and has made significant recent contributions to the ideals of mental health or social welfare in the state of New Jersey. Recipients will be selected by the NJPA Executive Board based upon how well they meet the criteria of the award. Nominations should consist of several paragraphs detailing why this individual deserves the honor. Supporting documentation may be enclosed. The Nominations Committee will present its recommendation to the NJPA Executive Board for approval. If there is more than one viable nominee, the Nominations Committee will recommend to the NJPA Executive Board up to two names for consideration for the award. **The winner will be approved by the NJPA Executive Board.**

Friend of Psychology Lifetime Achievement Award

The Friend of Psychology Lifetime Achievement Award is awarded to a non-psychologist who lives or works in New Jersey and has made significant lifetime contributions to the ideals of mental health or social welfare in the state of New Jersey. Recipients will be selected by the NJPA Executive Board based upon how well they meet the criteria of the award. Nominations should consist of several paragraphs detailing why this individual deserves the honor. Supporting documentation may be enclosed. The Nominations Committee will present its recommendation to the NJPA Executive Board for approval. If there is more than one viable nominee, the Nominations Committee will recommend to the NJPA Executive Board up to two names for consideration for the award. . **The winner will be approved by the NJPA Executive Board.** This award may be given from time to time as the executive board sees fit.

Approved by Board 4-13-18

Dr. Stanley Moldawsky Mentor Award

Dr. Moldawsky was a true champion for the profession of psychology and a sought after mentor for psychologists. In honor of his amazing professional life, in April 2018, NJPA created the NJPA Dr. Stanley Moldawsky Mentor Award, recognizing exceptional leadership of an NJPA member in the form of enduring and exemplary contributions to mentoring new psychologists and/or graduate doctoral level students, over a sustained period of time, which collectively, has significantly enhanced the Association's ability to positively impact the lives and careers of its new membership, as well as advancing the field of psychology in New Jersey, and beyond.

Any member of NJPA can nominate a fellow member for this award by submitting a detailed statement (up to 500 words) demonstrating how the nominee meets the outlined criteria and why he/she deserves this honor. A current CV shall be included and supporting documentation may be enclosed. The Nominations Committee will accept names of suggested nominees each year but will award nominees based on merit and presentation opportunity. This award need not be presented on a yearly basis. Nominations will be reviewed by the NJPA Nominations and Leadership Development Committee (N&LD) and a recommended slate of candidates will be presented to the NJPA Executive Board based on how well each meets the criteria and spirit of the award. Not all nominees will necessarily be included in the recommended slate. **The slate will be approved by the NJPA Executive Board.**

OTHER NJPA AWARDS -

NJPA Legislator of the Year Award (COLA)

Each year the Committee on Legislative Affairs and the NJPA Government Affairs Agent will present a legislator of the year nominee to the Executive Board for approval. The NJPA Legislator of the Year honors a New Jersey Legislator who has sponsored or championed legislation that directly benefits psychologists and/or consumers of psychological services. It will be presented at the NJPA Fall Conference. It was deemed important that NJPA recognize a legislator for outstanding leadership in advocating for issues of importance to the profession. Our thinking in creating the Legislator of the Year Award was to establish a prestigious mechanism to recognize the role of New Jersey legislatures and the contributions of an outstanding state legislator in helping psychologists and consumers. **The Executive Board approves the winner.**

Academic and Scientific Affairs Awards (A&SA Committee)

The Academic and Scientific Affairs awards will be promoted and winners selected by the Academic and Scientific Affairs Committee. These awards need not be given on an annual basis. The winners will be presented to the NJPA Executive Board before announced to the winners. The awards are - Undergraduate Student Researcher Award; Graduate Student Research Award; Master's Thesis and Doctoral Dissertation Award; The Distinguished Researcher Award; The Distinguished Teacher Award; The Emerging Researcher Award. **The winners will be presented to the NJPA Executive Board before announced to the winners. The Executive Board will be notified of the winners before membership.**

Dawn Gemeinhardt Student of Excellence Award (NJPA Graduate Students (NJPAGS))

The annual Dawn Gemeinhardt Student of Excellence Award was established to recognize key NJPAGS members who have demonstrated exemplary student leadership and initiative through significant contributions to the organization. This award is to serve as appreciation for the efforts of NJPAGS members who have gone beyond expectations. It seeks to recognize outstanding student leaders and to encourage them to continue on their leadership path. Focus areas may include, but are not limited to, creating programs to raise consciousness to issues of diversity, advocating for the needs of graduate students, creating programs to service the needs of graduate students, facilitating communication between NJPA committees and NJPAGS, service on the NJPAGS Executive Board, and recruitment of new members. The winners will be presented to the NJPA Executive Board before announced to the winners.

Dawn Gemeinhardt Student of Excellence Award Eligibility Requirements (5-15-20 clarification about eligibility of chair)

In order to be eligible for the award, the student must:

- Be an active member of NJPAGS including both Board and General members (except Past Chair or Chair-Elect)
- Be enrolled in a graduate psychology program
- Have demonstrated a significant contribution to NJPAGS

Approved by Board 4-13-18 (Name Change)

Jane Selzer Membership Recognition Award (Membership Committee)

Ms. Jane Selzer was a long time employee of NJPA and passionately involved with NJPA membership. She retired in 2015. To acknowledge her long standing service to NJPA and in effort to publicly acknowledge and recognize those members who contribute so much to NJPA, in so many diverse ways, the NJPA Membership Committee renamed this established award after her to recognize members who add value to NJPA every day. Nominee will be forwarded to the Membership Committee. The Membership Committee will notify the NJPA Executive Board of the winner before announced to the membership. Any member of

NJPA can nominate a fellow member for this award by submitting a detailed statement (up to 500 words) demonstrating how the nominee meets the outlined criteria and why he/she deserves this honor. A current CV shall be included and supporting documentation may be enclosed. **The Membership Committee will select the winners and notify the NJPA Executive Board of the winner.**

The NJPA Executive Board will review on an annual basis the best venue and date/time for presentation of the awards and the type of physical awards presented such as a plaque or certificate. Any cash amounts for NJPA awards will be determined as part of the Executive Board's annual budget efforts.