



To: Members Seeking Strategic Leadership Opportunities in NACE
From: Michelle Dunnick, CPCE, MBA
Chair, Nominations and Elections Committee
Date: April 8, 2026
Re: Nominations for the National Board of Directors (www.nace.net/elections)

On behalf of the NACE National Nominations and Elections Committee, I am honored to announce the start of our annual national board elections cycle. Serving on the National Board provides the opportunity to guide the strategic direction of the organization in pursuit of our mission to be the premiere resource and community for catering and event professionals. Personally, I have gained so much from being a part of NACE and serving on the National Board. It is very gratifying to help with the vision of the association I am so passionate about.

The Nominations and Elections Committee has prepared a video on National Board leadership opportunities, eligibility requirements and the timeline for the nominations and elections process. This webinar will be available at www.nace.net/elections.

On **April 29** we will begin accepting nominations for the following National Board positions:

- **President-Elect** (serving a one-year term; one seat available)
- **Vice President** (serving a one-year term; one seat available)
- **Secretary/Treasurer** (serving a one-year term, one seat available)
- **CLC Director** (serving a two-year term, one seat available)
- **Director At-Large** (serving a two-year term, one seat available)

Submitting a Nomination and Deadline

Nominations will be accepted from April 29 until May 29, 2026 at 11:59 PM ET. Nominations must be submitted using the online form at <http://www.nace.net/elections>. In fairness to all nominees, deadline extensions will not be provided.

Before submitting a nomination, members should review **all** the information in this document. It will help you understand the roles and responsibilities of each board position and the overall nominations and elections process.

If you have any questions, you can contact me by email at elections@nace.net.

Please accept my personal appreciation for your interest and willingness to serve NACE. It is **YOUR** dedication that makes us great!

Sincerely,

A handwritten signature in black ink that reads "Michelle Dunnick".

Michelle Dunnick, CPCE, MBA
Chair, Nominations & Elections Committee
NACE Past National President

Nomination Review

The Nominations and Elections Committee will review the eligibility of nominees as they are submitted. The committee will contact each nominee individually as eligibility is confirmed, and the names of eligible nominees will be posted to www.nace.net/elections as eligibility is confirmed. The final list of candidates will be announced to membership on June 3, 2026.

Timeline

April 29, 2026	Nominations Open
May 29, 2026	Nominations Close
June 3, 2026	Final Candidate List Announced to Membership
June-July	Member & Delegate Engagement by Candidates
August 2-4, 2026	Experience Conference in New Orleans, Louisiana
August 2, 2026	Elections Conducted at Experience 2026
Q4 2026	2027 Board Onboarding and Transition
Q4 2026	NACE Strategic Retreat
January 1, 2027	2027 Board Terms Begin

National Board Positions and Eligibility Requirements

National Board positions, responsibilities and eligibility requirements are included in this document. Please read this information in full before submitting a nomination.

Beneficial Attributes for Candidates

1. Substantial knowledge of the catering and event industry
2. High standards of integrity, professionalism, and ethical conduct
3. Commitment to the mission, vision, and values of NACE
4. Understanding of the NACE strategic plan
5. Commitment to ensuring a diverse and inclusive community
6. Belief in teamwork, trusting relationships, and creating synergy
7. Strong financial awareness
8. Experience with strategic projects and initiatives
9. Demonstrated volunteer leadership experiences outside of NACE
10. Understanding of NACE as a national organization
11. The ability and willingness to travel to attend board meetings and conferences and represent NACE. NACE provides travel funding to board members, and will cover the costs of transportation and lodging, plus daily per diem for meals and incidental expenses. Travel requirements may include:
 - a. Travel to the national leadership conference and the national education conference
 - b. Annual strategic retreat and board orientation
 - c. Depending on the annual budget, travel for chapter visits
 - d. Potential travel to industry events dependent upon board position.

Application Process and Materials

Applications must be submitted online using the electronic form available at www.nace.net/elections.

The following information will be needed to submit a nomination:

- The year you joined NACE and your total years of membership
- The year you obtained your CPCE
- A list of any other professional designations you hold or awards you have won
- A list of NACE volunteer positions you have held including volunteering on a National Committee
- Information on your past attendance at NACE national annual meetings and/or national leadership conferences, including the years you attended.
- Information on other professional associations you are a member of or other volunteer activities

- A current resume, CV or biographical statement, in Word or PDF format
- A high-resolution color headshot (JPG or PNG format)
- A written candidate statement answering the following questions. Your responses will be posted as part of your candidate profile after the end of the nomination period. Please limit each response to 50 words or less.
 1. From your own perspective, what are two key emerging opportunities/challenges that our association faces and how can NACE best be prepared to address them?
 2. What has motivated you to volunteer as a NACE leader, and what motivates you run for National Board service?

Conflict of Interest Disclosure Form

After submitting your nomination, staff will contact you with a link to complete a Conflict of Interest Disclosure form per NACE's Conflict of Interest Policy. This policy will be available at www.nace.net/elections for your review.

NACE NATIONAL BOARD POSITION DESCRIPTIONS

PRESIDENT

Advancement from President-Elect, One-Year Term

CHARGE OR OBJECTIVES: Directs the activities of the national board of directors. Leads the activities of the association in conjunction with the NACE Strategic Plan. Provides direction and supervision to the Executive Director

RESPONSIBILITIES

- Preside at all board of directors' meetings.
- Official spokesperson for NACE
- Strategic Objective: Thought Leader – Board Liaison to the Foundation of NACE
- Nurtures NACE culture and community
- Sets agenda and order for Board meetings.
- Works with Executive Director on strategic initiatives.
- Oversees the Board's development and planning.
- Commissions Task Force work as needed.

PRESIDENT-ELECT (Open for Election in 2026)

Elected by Delegates, One-Year Term

CHARGE OR OBJECTIVES: Provides continuity in elected leadership and guides future-year strategic and operational planning and development.

RESPONSIBILITIES:

- Strategic Objective Focus: Membership Initiatives
- Works with Staff Liaison connected on membership strategic initiatives
- Works closely with the President to ensure a smooth transition to President's position
- Sets agenda and order for board meetings in the absence of the President.

VICE PRESIDENT (Open for Election in 2026)

Elected by Delegates, One-Year Term

RESPONSIBILITIES:

- Strategic Objective: Education related strategies
- Provides mentorship to new board members and supports the president on strategic initiatives
- Works with staff liaison on strategic initiatives

SECRETARY/TREASURER (Open for Election in 2026)

Elected by Delegates, One-Year Term

CHARGE OR OBJECTIVES: Responsible for overseeing the financial records of the association. Responsible along, with the Executive Director, for current and long-term financial stability and planning of the association and the oversight of complete and accurate financial records and reporting of the association. Responsible for overseeing the records of the association including board minutes. Monitors and administers Conflict of Interest policies and procedures. Leads board activity related to bylaws and bylaws interpretation.

RESPONSIBILITIES:

- Strategic Objective: Financial Sustainability and Strength, Transparency

- Oversee accurate accounting and financial operations and related policies
- In conjunction with the Executive Director, prepare annual budget.
- Chairs the Finance and Investment Committees
- Works with Staff Liaison on strategic initiatives

DIRECTOR AT-LARGE (3 Seats Total, 1 open for election in 2026)

Elected by Delegates, Two-Year Term

CHARGE OR OBJECTIVES: Provide strategic direction to the National Board of Directors. Help lead the organization and act as a voice of membership in the deliberations and decisions of the board. Fulfill the duties of directors to the organization.

RESPONSIBILITIES:

- Liaison Work: As assigned by the National President
- Support the development, evolution and execution of the strategic direction of NACE
- Work with the Executive Director on topics and initiatives as determined by the board

CLC DIRECTOR (Open for Election in 2026)

Elected by Delegates, Two-Year Term

CHARGE OR OBJECTIVES: Serve as Board Liaison to the CLC Chair and CLC. Provide insight and support on national strategies and programs that develop and support existing and new chapters.

RESPONSIBILITIES:

- Liaison Work: Chapter Leader's Council
- Support the development, evolution and execution of the strategic direction of NACE
- Work with the Executive Director on strategies and initiatives that develop and support existing and new chapters.

IMMEDIATE PAST PRESIDENT

Advancement from President, One-Year Term

CHARGE OR OBJECTIVES: Provide continuity in elected leadership and support board development and long-range planning.

RESPONSIBILITIES:

- Committee Liaison: Nominations & Elections
- Works with Executive Director on governance initiatives
- Works on committee charters as needed

**NACE National Board
Position At-A-Glance – 2026 Elections / 2027 Term Start**

Position	Overall Focus	Term	Filled By	Eligibility Requirements
Immediate Past President	Provide continuity in elected leadership and support board development and long-range planning. Serve as liaison to Nominations and Elections Committee.	1 year	Advancement from President ↑	<ul style="list-style-type: none"> • Have served as the President during the immediately preceding term • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing
President	Direct the activities of the National Board of Directors. Act as the official spokesperson of NACE. Lead the activities of the association in conjunction with the NACE Strategic Plan.	1 year	Advancement from President-Elect ↑	<ul style="list-style-type: none"> • Have served as the National President-Elect during the immediately preceding term. • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing and have previously served as President-Elect
President-Elect Open for Election in 2026	Serve in the absence of the President or fill the vacancy created by the President. Focus on Membership activities. Work with President to ensure a smooth board transition and succession planning.	1 year	Elected by Delegates ↑	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing for a minimum of five (5) years • Have attended at least two (2) NACE Annual Meetings and two (2) NACE Leadership Conferences • Have served as an Officer on the current or prior year’s Board of Directors • Have served (2) consecutive terms on the Board of Directors during the past 6 years to include one term as Treasurer, Secretary/Treasurer • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years

Position	Overall Focus	Term	Filled By	Eligibility Requirements
<p style="text-align: center;">Vice President</p> <p>Open for Election in 2026</p>	<p>Provide strategic direction to the organization. Help lead the organization and act as a voice of membership in the deliberations and decisions of the board. Fulfill the duties of directors to the organization.</p>	<p style="text-align: center;">1 year</p>	<p style="text-align: center;">→ Elected by Delegates</p>	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing for a minimum office (5) five years • Have attended at least one (1) NACE Annual Meeting and one (1) NACE Leadership Conference • Have served as a past National Officer or At-Large Director for at least one (1) term during the past 5 years. • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years
<p style="text-align: center;">Secretary/Treasurer</p> <p>Open for Election in 2026</p>	<p>Oversee the financial records of the association. Guide current and long-term financial stability and planning and the oversight of complete and accurate financial records and reporting of the association. Lead budget development. Chair the Finance and Investment Committee. Oversee the records of the association. Monitor and administer Conflict of Interest policies and procedures. Lead board activity related to bylaws, and bylaws interpretation.</p>	<p style="text-align: center;">1 year</p>	<p style="text-align: center;">→ Elected by Delegates</p>	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing for a minimum office (5) five years • Have attended at least one (1) NACE Annual Meeting and one (1) NACE Leadership Conference • Have served as a past National Officer or Director at Large for at least one (1) term during the past 5 years. • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years

**NACE National Board
Position At-A-Glance – 2026 Elections / 2027 Term Start**

Position	Overall Focus	Term	Filled By	Eligibility Requirements
<p style="text-align: center;">CLC Director</p> <p>Open for Election in 2026</p>	<p>Serve as Board Liaison to the CLC Chair and CLC. Provide insight and support on national strategies and programs that develop and support existing and new chapters.</p>	<p style="text-align: center;">2 years</p>	<p style="text-align: center;">→ Elected by Delegates</p>	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been and are currently a NACE Voting Member in good standing for three (3) consecutive years • Have served a full term as a Chapter President • Have attended one (1) NACE Annual Meeting and one (1) NACE Leadership Conference • Have served as CLC Chair, Vice Chair, or 2 years as a Mentor on the Chapter Leaders Council
<p style="text-align: center;">Directors At-Large</p> <p>There is one (1) Director at Large seat open for election in 2026</p> <p>There are a total of three (3) Director at Large seats.</p>	<p>Provide strategic direction to the organization. Help lead the organization and act as a voice of membership in the deliberations and decisions of the board. Fulfill the duties of directors to the organization. Serve as committee/task force liaison as assigned by the National President.</p>	<p style="text-align: center;">2 years</p>	<p style="text-align: center;">→ Elected by Delegates</p>	<ul style="list-style-type: none"> • Hold and maintain a current Certified Professional in Catering and Events (“CPCE”) designation • Have been a NACE Voting Professional Member in good standing for three (3) consecutive years; • Have attended one (1) NACE Annual Meeting or one (1) NACE Leadership Conference • Have served as a National Committee Chair or on a Chapter Executive Board for a total of two (2) years.