Hello Doctors,

Congratulations on your nomination to run for elected office as a director of the NCCA.

As a nominee or candidate, we need you to please do the following things by **[insert Date here]:**

1. Read the Attached Roles and Responsibilities document. **Please advise me of any objections, conflicts, or issues ASAP.**
2. Fill out the "Candidate Questionaire" to help our members get to know you as a Candidate. This should be sent directly to Rachael ([rachael@ncchiro.org](mailto:rachael@ncchiro.org)).
3. Please familiarize yourself with our bylaws (link here).
4. Provide us with a photo (head and shoulders) no later than the close of open nominations.Please don’t assume we have one for you.  Contact Rachael ([rachael@ncchiro.org](mailto:rachael@ncchiro.org)) to confirm.
5. Please be sure we have an email address that you check OFTEN (at least daily) that is solely used by you. Some board communications are confidential and not appropriate for family, staff, etc and this is part of your legal duty of confidentiality.

If you are elected to the Board of Directors, the following are things to note:

1. There will be a**REQUIRED AND MANDATORY** board orientation and Leadership Institute for all board members.  This is typically held at the fall convention.
2. The elected board members will take office [January 1](http://airmail.calendar/2016-01-01%2012:00:00%20EST), 2017.
3. The first official board meeting will take place in conjunction with the board retreat, typically held in January.

Things to note regarding the elections:

* There is no need for letters of recommendation.  We will not publish letters of recommendation and instead will direct all of the endorsements and recommendations to our Facebook page.
* The full combined slate of all nominations will be published to the membership per the deadline established by the bylaws.
* Voting will take place on a ballot provided electronically by the NCCA.
* Winners will be announced at the fall convention and electronically.
* Please note the above bylaw driven deadlines.  Our bylaws can be accessed on our web site.

Please let me know if I can clarify any of the above or if I can assist you in any way.

Serving,

**Dr. Joe Siragusa, CAE**

**Chief Executive Officer**

**NC Chiropractic Association**

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