

**ELIGIBILITY CRITERIA AND NOMINATION PROCEDURES FOR ACES OFFICERS  
FROM THE ACES HANDBOOK, revised March, 2018**

**Requirements for ACES President**

- a. Demonstration of leadership skills- as evidenced by active service to ACES, ACES regions, and/or other professional counseling associations
- b. Demonstration of commitment to ACES as evidenced by all of the following
  - i. Service to ACES via at least one of the following positions: elected ACES officer, elected regional ACES officer, chair of ACES committee or interest network, or former graduate student representative
  - ii. Professional Member in good standing for at least 7 years (at time of nomination)
  - iii. **Bi-annual Conference Attendance and/or present or publish on the topic of counselor education**
- c. During the period in which the individual is a candidate for elected or appointed office in ACA, ACA regions or branches, ACA divisions, ACES regions or branches, CSI, NBCC, AACSB, or CACREP. They may not hold offices in any of these organizations during their whole term of service as ACES President
- d. Demonstrated commitment to diversity and inclusion (with supporting evidence, such as any and all examples below)
  - i. Publication record related to diversity and inclusion
  - ii. Teaching philosophy and/or supervision model
  - iii. Community engagement
  - iv. Awards or recognitions related to diversity and inclusion
- e. **Can attend ACA's annual Institute of Leadership Training (ILT) (typically mid to late July) every face to face ACES business meeting and the annual summer business meeting (typically held on the second weekend of June, Wednesday-Sunday)**
- f. **Attend all region conferences in the ACES non-conference year as either President or President elect**

**ALL NOMINEES MUST SUPPLY:**

a) a CV;

b) a letter of intent that includes the following:

- How the candidate how meets the eligibility criteria listed above (one page)
- Why the candidate wishes to serve as President, Secretary, or Governing Council representative
- What the candidate's contribution would be to ACES?
- How the candidate would address the existing strategic plan
- A description of the candidate's commitment to diversity and inclusion
- A description of the candidate's leadership style
- A description of the candidate's experience and skills that would prepare the candidate to be ACES president, secretary, or ACA governing council representative

c.) a letter of support from your institution (dean or direct supervisor) indicating they understand the commitment involved in being ACES President, or Secretary and indicating how s/he would be able to support you financially in this role (e.g. course release, Grad Assistant, Research Assistant, work study student, stipend)

