

ELIGIBILITY CRITERIA AND NOMINATION PROCEDURES FOR ACES OFFICERS  
FROM THE ACES HANDBOOK, revised March, 2018  
Requirements for ACES Secretary

- a. Demonstration of commitment to ACES
  - i. Service to ACES via membership or chair of committees or interest networks, regional ACES officers
  - ii. Professional Member in good standing for at least 3 years (at time of nomination)
  - iii. Bi-annual Conference Attendance and/or present or publish on the topic of counselor education
- b. During the period in which the individual is a candidate (or will hold a position) they cannot be nominated for any other elected office that would interfere with their elected position as ACES Secretary and can attend every face to face ACES business meeting and the annual summer business meeting (typically held on the second weekend of June, Wednesday-Sunday).
- c. Demonstrated commitment to diversity and inclusion (with supporting evidence of at least 1 of the following)
  - i. Publications/presentations related to diversity and inclusion
  - ii. Teaching philosophy and/or supervision model
  - iii. Community engagement
  - iv. Awards or recognitions related to diversity and inclusion

**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 or secretary

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)