The NCA is taking steps to open up the Board of Director’s selection process in an attempt to provide more opportunities for diverse organizations to play an integral role in the NCA’s leadership.

NCA’s Board of Directors

NCA is overseen by an elected Board of Directors, comprised of officers – the Chairperson, Vice Chairperson, and Secretary – as well as no more than twenty-two additional members. All members of the Board are unpaid volunteers who contribute time, expertise, and out-of-pocket expenses to serve on the Board, and who have fiduciary responsibility to the NCA membership.

How Are Vacancies on the Board Filled?

Each year there are a limited number of openings on the NCA Board, often no more than one or two. Vacancies are filled in accordance with NCA’s bylaws, and candidates for the board may be nominated either (a) by the NCA Board Operations Committee, or (b) by NCA members. NCA members then vote for candidates during NCA’s Annual Meeting, typically held during the NCA Convention, or in some cases during a Special Election.

Qualifications

In evaluating candidates for Board membership, the following criteria will be considered.

- Seniority, including position held and experience
- Proven leadership expertise
- Strategic thinking/planning skills
- Strong problem-solving skills
- Strong decision-making skills
- Logical/analytical thinker
- Results oriented
- Creative thinker
- Open minded
- Strong ethics
- Integrity
- Proactive
- Team player
- Visionary – can identify and articulate opportunity
- Authority to act on behalf of their company
- Connected to resources and/or external environment
- Interest in advancing the NCA mission and purpose
- Ability and willingness to support Association programs
- Recognition of fiduciary responsibility to the Association
- Individual’s values are consistent with NCA values: integrity, commitment to a self-sustaining & socially responsible industry, nexus for industry-wide interaction, and service excellence
- Historical perspective (industry and Association)
- Interest in advancing the industry
- Capability to participate, commit time
- Prestige within industry and community
- Global perspective
- Prior non-profit Board experience

The Boards’ Role

The National Coffee Association Board is responsible for setting the strategic direction of the Association and Association policy, fiscal and otherwise. The Board is not responsible for day-to-day management, but for setting overall direction, and for monitoring, supervising, and evaluating the organization’s performance against overall objectives.

Diversity

In order to ensure a strong, vibrant organization relevant to the US coffee industry, and one that can effectively champion the well-being of the U.S. coffee industry within the context of the world coffee community, it is imperative that a diverse Board is in place to lead the organization.

As part of the nominating process, the diversity of candidates is to be considered, both in a traditional sense, as well as in a broader context, such as industry segment, such as commercial and specialty; membership category, such as roaster, retailer, green, allied; background and experience of individual Board members; size of companies, to ensure appropriate representation from small, medium and large companies; and, functional expertise of individual Board members.

Commitment

NCA Board members are expected to attend NCA Board meetings, held approximately three times a year, participate on other Board-level Committees to which they are assigned, typically (one), which usually meet by telephone three times a year, and other NCA committees and task forces in line with their professional expertise and interests. Board members must underwrite their own travel and related costs associated with board service.

Board members are also expected to provide support in the form of sponsorships as appropriate with respect to their businesses.

Application

NCA members who wish to be considered as candidates for the NCA Board may do so by being nominated by an NCA member, in accordance with the bylaws, or by being nominated by the NCA Board
Operations Committee. Those candidates interested in being considered by the Board Operations Committee should, after reviewing the qualifications and responsibilities of office:

- Ensure that they have a good working knowledge of the NCA, including the NCA’s activities and agenda, and the community, culture and priorities. A particularly good way to do this is by serving on a Committee or Task Force prior to applying for board service.

- Contact an NCA Board member to learn more about the responsibilities and qualifications for office;

- Prepare a brief letter addressed to the NCA Board Operations Committee, no more than two pages in length. Similar to a cover letter, this letter should set forth an applicant’s interests in serving, qualifications, relevant experience, professional expertise, and other factors for consideration. This letter, along with an up-to-date resume, should be submitted to Donna Pacheco at NCA at djpacheco@ncausa.org.

Schedule

While there are deadlines for the nomination and election process, the NCA Board welcomes expressions of interest from applicants all year long. In a typical year, the NCA seeks to identify candidates during the early summer, with a review of interested candidates conducted by the Board Operations Committee by late summer in order to have a final slate compiled by the Fall.

Other Opportunities to Serve

From NCA’s Day of Service to a variety of Task Forces and Committees, there are many ways NCA members can get involved. The NCA welcomes blog posts, partnerships, and volunteers who are willing to share their expertise and contribute their time and guidance.