



INA Board Nomination & Application Handbook

A Guide to Becoming a Leader in the In-Home Childcare Industry

Welcome & Introduction

Thank you for your interest in the International Nanny Association (INA) Board of Directors. This handbook is designed to provide prospective candidates with a clear understanding of what it means to serve on the INA Board. Whether you are considering applying this year or in the future, this guide will help you assess your readiness, understand our expectations, and navigate the nomination and election process.

About the International Nanny Association (INA)

Founded in 1985, the INA is a non-profit organization dedicated to promoting quality in-home childcare and providing information, education, and support to nannies, agencies, and other industry professionals. As the leading association in our field, INA fosters professional growth, sets industry standards, and builds community among those who provide and support in-home childcare services.

What Is the INA Board of Directors?

The INA Board of Directors is a group of elected members who volunteer their time and expertise to lead the association. The Board governs INA's policies, strategic planning, and fiscal health while ensuring the organization's mission is upheld. Board members collaborate with staff and volunteers to support programs, events, and member engagement.

- Typically consists of 9-12 members
- Includes roles such as President, Vice President, Secretary, and Treasurer
- Board terms are 2 years, with a maximum of 4 consecutive terms

Why Serve on the Board?

Joining the INA Board of Directors is an opportunity to:

- Lead and influence the future of the in-home childcare industry
- Collaborate with industry professionals and thought leaders
- Gain leadership and governance experience
- Build lasting relationships and expand your network
- Give back to the community that supports your professional journey

Who Should Apply?

We seek dedicated, ethical, and collaborative professionals from all areas of the in-home childcare industry. Strong candidates:

- Are current INA members in good standing for a minimum of two years
- Believe in the mission and goals of INA
- Want to contribute to INA's growth and member engagement
- Bring a variety of experiences and perspectives
- Are committed to fostering a diverse, equitable, and inclusive community
- Have attended at least one in-person conference
- Have participated in INA webinars, virtual conferences, or listened or attended virtual board meetings
- Have knowledge of the in-home child care, household staffing industry - industry standards, history, key events, etc.
- Active INA Committee work for at least one year (*preferred but not required*)

Qualifications We Look For

- Demonstrated leadership and teamwork skills
- Professional experience in the in-home childcare or household staffing industry
- Experience volunteering with INA or another nonprofit (*preferred but not required*)
- Strong communication and interpersonal abilities
- Commitment to ethics and confidentiality
- Ability to take initiative

What's Expected of Board Members

Board members are expected to:

- Attend four scheduled Board Meetings annually (Spring, Summer, Fall, and Winter). Currently, the Summer, Fall, and Winter meetings fall on a Saturday and the Spring meeting falls on the Thursday or Friday of the Annual Conference Weekend.
- Participate in the INA Annual Conference, historically held between March and May. This includes the Board Meeting held in conjunction with the event.
- Engage in regular communication, including periodic check-in calls and timely responses to Board correspondence. Currently there are scheduled monthly check-in calls that fall on the second Saturday of every month in the morning. These calls are two-hour placeholders for any necessary live communication needs, though attendance is not required. *The board is currently reviewing the effectiveness/ value of these meetings.
- Serve on at least one committee and contribute to strategic and governance initiatives.
- Uphold confidentiality and represent INA with professionalism
- Be responsive to emails, Slack messages, and requests for input
- Support INA financially through dues and fundraising participation when able

The Application Process *(dates are tentative and may change as the process proceeds)*

1. Application Submission (March 1 - March 31)

- Complete the nomination form
- Provide a resume, headshot, and statement of interest

2. Review & Interviews (April 1 - April 20)

- Nominations Committee reviews applications
- Selected applicants are invited to an interview and references contacted
 - i. Nominees will be asked a series of questions including their knowledge of the organization, knowledge of the industry, industry involvement, how you work with others, personal strengths and weaknesses, what changes you'd like to see in the industry, plus others.
 - ii. References will be contacted and asked a series of questions as well, including how you work with others, community involvement, strength and weaknesses, what or where they have personally worked with you, and others questions.
- Upon completion of interviews and reference checks, the nominating committee meets and discusses all nominees to determine which they feel will be the best candidates for the board and to appear on the ballot.
- Nominees are notified if they are accepted to appear on the ballot or not.

3. Ballot Selection (April 21 - April 26)

- Final candidates are placed on the ballot based on committee consensus

4. General Election (April 29 - May 8)

- Voting is open to all INA members
- Candidates are notified of results (May 11)

5. Executive Committee Nominations and Election (May 11 - May 18)

- The Executive Committee (EC) (President, Vice President, Secretary and Treasurer) are selected by the current sitting board of directors. Once any returning board members are successfully voted in for another term, they are eligible to run for the EC. Nominations are accepted, board feedback requested and the final ballot goes out to current sitting board members only.

6. Final Steps (May 20 - May 27)

- Final results are shared with current board members and newly elected board members
- NDA's will be signed for any board member not on file
- The office and nominations committee will prepare the announcement of the new and returning board members to be shared on social media and email to the entire database.
- Incoming board will be added to INA Slack channels
- Incoming board members will be contacted by a board representative to schedule board orientation between May and July.

7. First Board Meeting - Required Attendance (Date TBD)

- Your first official board meeting will be the start of the fiscal year for INA, August 1 - July 31. This board meeting is virtual and attendance is required. The date will be set in advance and you will be notified in advance of this date. Meetings are held via Zoom or Google Meet.
- This is also where you will be officially installed as a board member, by the nominating committee chair.

If You're Elected: What to Expect

- You will receive a welcome packet and onboarding materials
- You'll attend an orientation session with a board representative
- You will be assigned to at least one committee based on interest and needs
- You'll attend your first full board meeting as an active director

Ongoing communication, collaboration, and engagement will be vital to your success as a board member. Expect to spend approximately 8-12 hours per month on board duties. Communications happen:

- Via email - you will be provided with an official INA email [first name][@nanny.org](mailto:[first name]@nanny.org)
- Slack - accessible via desktop or app
- Texts - urgent matters only
- Monthly calls
- Mandatory board meetings (dates set in advance)

Board members are expected to check email daily and actively support the organization's mission and goals. This includes being proactive in identifying areas for improvement, recognizing marketing and outreach opportunities, and sharing your insights during virtual or in-person board meetings. Submitting proposals is encouraged. Board members should also chair or co-chair a committee that aligns with their interests, remain actively engaged in that committee's work, and participate in volunteer recruitment and involvement.

Financial Commitment

There is a financial commitment to serving on the INA Board. Current reimbursement and per diem guidelines can be found [here](#).

Other Ways to Get Involved

Not quite ready to serve on the board? There are many other ways to support INA:

- Join a committee (Conference, Membership, Education, etc.)
- Volunteer at the annual conference
- Be a guest speaker on an INA webinar
- Submit a guest blog post
- Refer new members to INA

Frequently Asked Questions

Q: Do I need previous board experience? A: No. We provide onboarding and support to help new members succeed.

Q: Can I apply if I'm new to INA? A: You must be a member for a minimum of two years, and we strongly encourage active involvement in INA first.

Q: What if I can't attend every meeting? A: Consistent participation is essential. Occasional absences are understandable, but regular attendance is expected.

Contact Us

Have questions or want to talk more about board service? We'd love to hear from you!

Email: nominations@nanny.org

Website: www.nanny.org

Your voice matters. Your leadership matters. Help us shape the future of the in-home childcare industry by joining the INA Board of Directors.

