



National Participant Network (NPN)

Process for Selecting Appointees for Federal Advisory Groups

Background

- The NPN Membership Committee is the group which sanctions and makes the final recommendation to the NPN Board of Directors
- Only one person will be endorsed by NPN.

Process

1. Announcement and Nominations. The NPN Executive Director announces an available opportunity on a federal advisory group, using email, Facebook page communication or any other productive manner. The Executive Director asks for nominations, which may also be self-nominations. As much as possible, NPN Executive Director includes logistical information in the announcement, including time and out-of-pocket costs required for the position, availability of honorarium or financial support (if any) and any other pertinent information to help a member decide his or her interest in the position. The nomination response timing will also be indicated in the announcement.

2. Response and Invitation. After the announcement and after receiving responses to the announcement, the NPN Executive Director approaches a potential candidate or candidates and invites them to formally respond to the invitation.

3. Written Comments about Background. Potential candidates then respond in writing describing personal baseline qualifications, with comments on each of the items given below. Timing for receiving comments will, by necessity, be related to each individual position offering, and will be indicated to the candidate(s) at the time of the invitation.

Baseline Qualifications

1. Member is in a member of the NPN Board of Directors or is a NPN state delegate in good standing (required)

2. Has experience in leadership or committee positions in NPN or elsewhere
3. Has previous experience with advisory bodies/governance and/or state participant-direction networks
4. Has a history of involvement with participant direction, either for self or as family member. May be receiving services in a participant-directed program
5. Has a clear understanding and is able to articulate the core values of NPN when representing them on the advisory board
6. Has expertise in the purpose of the advisory group
7. Has capacity to be an ambassador in participant direction within advisory group
8. Is comfortable and is understandable when speaking in public
9. Is able to gather thoughts and respond in a group setting
10. Has capacity to represent a group of people rather than just own interests on group
11. Has personal strengths that would benefit the promotion of participant directed services
12. Is solution oriented in approach to challenges
13. Demonstrates capacity for collaborative approach when in a group
14. Has time availability for the position offered
15. Has the willingness and availability to report back to the NPN about advisory group activities
16. Can provide a statement that he/she will commit to the service piece for being on advisory group, rather than participating for personal gain

4. References. The individual seeking appointment needs to provide two written references supporting nomination. Depending upon time pressures and circumstance, the NPN Membership Committee may waive the process of written reference and communicate by telephone with references, using contact information supplied by candidate.

The referral contacts need to be relevant to the nature of the federal advisory board, and must be able to indicate candidate's previous experience in leadership and advocacy roles, have direct knowledge of his/her ability to contribute to the prospective position and be able to comment upon candidate's personal strengths that would benefit the position.

5. Selection. The recommendations of the NPN Membership Committee and decision of the Board of Directors is final. However, if a potential appointee is not approved, that person may respond to the NPN Membership Committee, indicating interest toward being considered for other appointments in the future, for example with an advisory group which is a better match for their skills.

Note: The Membership Committee may decide on a rating point system, on a scale of one to ten, rating each applicant for each Baseline Qualification.