

Requirements for NWA Positions (Approved by the NWA Board January 2022)

Candidates for all positions should submit the following materials

For elected positions, all except the resume will be made available to voting members of NWA.

- Candidate statement (250 words) on your interest in serving on the NWA Board
- Diversity statement (200 words, see below)
- Brief resume (will not be shared with general membership)

Guidelines for Preparing a Diversity Statement

The NWA Board requires a 200-word diversity statement as part of the application process for all elected and appointed positions. This helps NWA members and leaders elect or appoint candidates who are best positioned to promote diversity, equity, and inclusion in the organization, the profession, and beyond. It also encourages candidates and applicants to articulate the diversity they bring to their respective positions. The diversity statement must be distinct and separate from the candidate's biographical and professional material. For any elected positions, the diversity statement will be made available to all voting members of NWA.

The diversity statement reflects on how one's identity and experience contribute to diversity; demonstrates awareness of diversity, equity, inclusion, and accessibility (DEIA) issues and how to frame and approach them; and identifies specific DEIA strategies relevant to the position they seek. The statement may incorporate answers, but is not limited, to the following questions:

- What is your own definition of diversity, equity, inclusion, and accessibility?
- How have your own personal, academic, and professional experiences and expertise prepared you to advocate for inclusive, equitable, and accessible practices?
- Are you aware of your own implicit biases? How have you come to this realization and how do you continue to grow as an advocate for DEIA?
- How do you reflect DEIA in your work? How will you model a trauma-informed and inclusive practice, and mentor others who will work with you?
- What are your specific plans and strategies for using the position you are applying for to advance DEIA within NWA and beyond the organization?

The diversity statement may refer to existing NWA and SAA statements and policies, such as the NWA [By-laws](#) and [Statement on Anti-racism](#); and the SAA [Core Values of Archivists](#), [Code of Ethics for Archivists](#), [Code of Conduct](#), [Equal Opportunity/Non-Discrimination Policy](#), and [Statement on Diversity, Equity, and Inclusion](#).