



CalABA Board Member Application Information For 2010 Election

Thank you for considering service to the California Association for Behavior Analysis (CalABA). CalABA is a 501(c)(6) corporation with the mission of advancing the profession and practice of behavior analysis by advocating for behavior analysis services and the profession, promoting quality assurance in behavior analysis service provision and training, providing resources and information related to behavior analysis, and promoting and providing professional development activities for behavior analysts.

The CalABA Board of Directors is made up of volunteers from various areas of the behavior analytic community. Board members play a vital role in providing policy development, leadership and oversight for the organization. The Board of Directors not only helps keep CalABA connected to the behavior analytic community, but is responsive to its needs as well.

Please review the enclosed materials, especially the Board Service Roles and Responsibilities document and then fill out the attached Nomination Application *completely*. To assist you in determining which position might be the best fit for you, please also review the Position Descriptions for each of the open positions for the upcoming fiscal year. Only CalABA members will be considered for Board of Directors position.

The following Board positions are available beginning July 1, 2010:

- President-elect (Term 2010-2013)
- Treasurer (Term 2010-2012)
- Professional Standards Chair (Term 2010-2012)
- Public Policy Chair (Term 2010-2012)
- ABAI Liaison (Term 2010-2012)
- Northern CA Liaison (Term 2010-2012)
- Southern CA Liaison (Term 2010-2012)
- 2011 Conference Co-Chair/2012 Conference Chair (Term 2010-2012)

Return completed applications by **April 1, 2010** to:

CalABA
630 Quintana Rd. #118
Morro Bay, CA 93442

Completed applications submitted by **April 1, 2010** will be reviewed by the Executive Committee of the CalABA Board of Directors. A slate of nominees will be developed based on how well the knowledge, skills and abilities of the applicants match the current needs of the organization. The slate will be presented to the Board of Directors for approval and the election will take place in May/June 2010.

Thank you for your interest in serving on the CalABA Board of Directors.



CalABA Board of Directors Candidate Application

Date: _____ Check Here to Verify That You Are a CalABA Member: _____

Please Indicate Which CalABA Board Position Interests You Most: _____

Name: _____
First MI Last Familiar name

Residence

Address: _____
Street Address

City State Zip Code

Phone: _____ E-mail: _____

Employer

Name: _____

Your title: _____

Address: _____
Street Address

City State Zip Code

Phone: _____ E-mail: _____

Type of business or organization: _____

Primary service(s) and area/population served: _____

Preferred method of contact: () Residence () Work

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social):

<u>Organization</u>	<u>Role/Title</u>	<u>Dates of Service</u>

Skills, experience and interests (Please circle all that apply):

- | | |
|----------------------------------|------------------------|
| Finance, accounting | Education, instruction |
| Administration, management | Special events |
| Nonprofit experience | Fundraising |
| Community service | Outreach, advocacy |
| Policy development | Other _____ |
| Program evaluation | Other _____ |
| Public relations, communications | Other _____ |

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of CalABA: _____



- After reviewing the CalABA Conflict of Interest Policy, I verify that I do not have any of the conflicts of interest stated and will complete a Conflict of Interest Disclosure Statement if elected to serve on the Board of Directors.**

- I have reviewed the CalABA Confidentiality Agreement and verify that I will abide by said agreement if elected to serve on the Board of Directors.**

- After reviewing the Board Service Roles and Responsibilities Sheet, I understand what my duties would be as a CalABA Board Member.**

Signature: _____

Date: _____

Please return completed application to:

**CalABA
630 Quintana Rd. #118
Morro Bay, CA 93442**



CalABA Board Service Roles and Responsibilities

Purpose of the Board of Directors: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CalABA so as to support the organization's mission and needs.

CalABA's Mission: To advance the profession and practice of behavior analysis by advocating for behavior analysis services and the profession, promoting quality assurance in behavior analysis service provision and training, providing resources and information related to behavior analysis, and promoting and providing professional development activities for behavior analysts.

***Major Board Member Responsibilities:**

- Organizational leadership and advisement
- Promotion of the organization
- Community outreach
- Oversight of conference planning and evaluation
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget

*Members of the board share these responsibilities while acting in the interest of CalABA. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Length of Term: As per the CalABA Bylaws, terms are for two years, with the following exception: the President-elect holds office for a term of three years: one year as President-elect, one year as President, and one year as Past President. An individual cannot serve more than three consecutive terms as a Director, and not more than two consecutive terms in the same position.

Meetings and Time Commitment:

- The Board meets face-to-face quarterly, typically in July, October, February (at the conference location) and May. Board meeting locations rotate between Northern and Southern California and are typically scheduled from 10 a.m. until 4 p.m., with the exception of the meeting held the night before the conference which is held from 4 p.m. to 9 p.m. Travel reimbursement of up to \$400 per fiscal year is available to facilitate attendance and participation at Board meetings.
- The Board meets via teleconference as needed depending on issues that arise between face-to-face meetings.
- The Executive Committee (comprised of the President, President-elect, Past President, Treasurer and Secretary) meets regularly (sometimes monthly) via teleconference to conduct CalABA business between meetings of the full Board of Directors as described in the Bylaws.
- Other Board Committees typically meet via teleconference as needed, depending on their respective work agendas.
- Board members are asked to attend the annual conference and to attend conference events where Board member presence is particularly important, such as the Awards Ceremony, Luncheon and VIP Reception.



- The average time commitment is 5 to 10 hours per month, but fluctuates depending on the Board position held and on time of year (e.g., more hours per month are required for the President and for several positions before the annual conference).

Expectations of Board Members:

- Attend and participate in all Board meetings.
- Attend and participate in special events.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by CalABA's mission and objectives.
- Help communicate and promote CalABA's mission and conference to the community.
- Become familiar with CalABA's finances, budget, and financial/resource needs.
- Understand and comply with the policies and procedures of CalABA, including the confidentiality and conflict of interest policies.
- Financially support CalABA in a manner commensurate with one's ability.
- In general, utilize personal and professional skills, relationships and knowledge for the advancement of CalABA.

Specific Board Member Position Descriptions are Available Separately