

**California Association of Marriage & Family Therapists, Central San Joaquin Valley Chapter**  
2020 APPLICATION FOR A SEAT ON THE BOARD OF DIRECTORS OF THE CSJV CHAPTER

**Benefits of Being a Board Member:** There are several benefits to becoming a board member, each benefit being different for every individual. You get to experience what it takes to be a part of a dynamic board and give back to your community. Costs of CEUs offered by the chapter are waived if you are active and following through with duties. Your work and participation allows you exposure within the chapter. Appreciation Dinners are provided for board and committee members.

**Positions Available (More Detailed Descriptions Available at end of this Application, and as indicated in Bylaws):**

**President, Special Election:** Our president-elect from 2019 has resigned, so there will be a special election this year for 2020 President. The special election president will serve a 2 year term, 1 year as sitting president, and 1 year as past president. Experience on the chapter board preferred, must be a clinical licensed member of the chapter. The President supervises, directs and controls the business and the officers of the Chapter. Presides at all meetings of the members and Board of Directors, approve chairs of committees, serve as a non-voting ex officio member on all committees, report the activities of this office to the Board at their meetings, and to the members at membership meetings, direct preparation and present an annual report at the annual membership meeting on the state of the Chapter, and submit the annual report to CAMFT that includes a report as to the membership and financial status of the Chapter within sixty (60) days after the new Chapter Board is seated. Will complete other duties as deemed necessary.

**President-Elect:** Will shadow the President, perform duties as delegated by the President and succeed the President. It is preferred that the candidate has been a voting clinical chapter member for 1 year (6 months required) before taking office. Previous Board experience strongly preferred. 3 year commitment. 1<sup>st</sup> year as Elect in training, 2<sup>nd</sup> year as sitting President, 3<sup>rd</sup> year as Past-President and mentor to incoming presidents. It is required that you are a State CAMFT Member and that your membership remains current.

**Pre-licensed Member-at-Large:** Represent the pre-licensed members at large and chair a committee. Regular attendance at the once per month Pre-licensed Clinical Dynamics Group desired, coordination of prelicensed events encouraged. Organize visits to local schools to engage trainee and pre-licensed students. Be present at chapter events to engage the members and participate in hosting the events. 1 year commitment as sitting pre-licensed member at large. It is required that you are a State CAMFT Member and that your membership remains current. To be eligible must have been a voting member for 6 months before taking office.

**Member At-Large:** Represent the licensed members at large and chair a committee. Be present at chapter events to engage the members and participate in hosting the events. Coordination of networking events encouraged, attendance to Clinical Dynamics Group once per monthly desired. It is preferred that that candidate has been a voting member for 6 months before taking office. 2-year commitment as sitting member at large. It is required that you are a State CAMFT Member and that your membership remains current. To be eligible must have been a voting member for 6 months before taking office.

**Chief Financial Officer:** Responsible for all fiscal needs of the chapter. To be eligible must have been a voting member for 6 months before taking office, and expected to have shadowed CFO on Finance committee in previous year. 2-year commitment. 1 year as sitting CFO, 2<sup>nd</sup> year as past-CFO and mentor to incoming CFO. It is required that you are a State CAMFT Member and that your membership remains current.

**Secretary:** Reports to the president and treasurer to monitor administrative needs of the chapter. Sends out invitations to Board Meetings and Request for agenda topics, creates Board Meeting Agenda, disburses to attendees. Takes minutes of Board meetings, posts records to Trello, presents minutes at following board meetings. Responsible for keeping track of important filing deadlines for the chapter and processing paperwork as needed, including; Secretary of State filings, chapter liability insurance, annual meeting notices, and statement of new officers to state CAMFT. Participates in at least two committees (Governing and 1 other). Delegates duties to committees including chapter newsletter and event advertising needs. 2 year commitment. 1 year as sitting Secretary, 2<sup>nd</sup> year as past Secretary to mentor incoming Secretary. To be eligible must have been a voting member for 6 months before taking office.

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**Start of Application**

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**Please complete the information below and answer the following questions:**

<b>Name</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Address</b>	
<b>Occupation</b>	
<b>License Type (MFT, MSW, LCSW, LPCC, Etc.)</b>	
<b># of Years as CAMFT Member</b>	
<b>Position Applying for:</b>	

**Please describe, if any, experience in a leadership role or volunteer positions:**

**Please describe, if any, experience volunteering for the CSJV-Chapter. Please also list any committees or boards you have participated in this chapter:**

**List any skills or interests you have that may benefit the Chapter:**

**It is expected that each Board member will participate in committees as leaders, chairs, etc. Are you willing to participate in committee meetings and activities? If so, which committees are you interested in?**

**Answer:**

Hospitality Committee, Marketing Committee, Pre-licensed Committee, Membership Committee, Grassroots Advocacy Committee, Continuing Education Committee, Finance Committee, Ethics Committee, Election Committee (Executive Committee will be made up of the President, President-Elect, Past President, CFO and Secretary only), other committees and sub-committees the board and membership would like to suggest. **Committee Meetings may be held in person or over video-conference, and chairs can determine how often the committee meets.** The only chairs for committees currently being held is the Continuing Education Committee.

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**There are time commitments with the CSJV-Chapter Board as outlined below. Are you willing to commit to attending a majority of the Board commitments?**

**Answer:**

4 Board Stand-Alone Meetings (one each quarter), 2 Retreats, Continuing Education Events, 1 Social Mixer for Chapter. February Leadership Conference required for President-Elect and optional for other positions. Board and committee meetings may be held in-person or over video conference. It is expected that each Board Member will also respond to emails within 2 business days or put on a notification when you will be away from emails to allow for steady coordination and communication. *\*All dates below subject to change. If they must be rescheduled the chairs of each meeting will attempt to reschedule as close to the dates below as possible.*

January 11<sup>th</sup>-12<sup>th</sup> 2020 Board Retreat

January 25<sup>th</sup> 2020 Membership Meeting - Fresno

February 8<sup>th</sup>-9<sup>th</sup> 2020 (this date is approx..) State CAMFT Leadership Conference & Training Bay Area, CA (Not all Board members must attend, but encouraged)

July 2020 Mid year Retreat (1 day, TBD)

Board Meeting Dates: January 11, 2020 (at Retreat), April 4, 2020, July 11, 2020, November 7, 2020

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Continuing Education and Social Event Dates are to be determined. The goal of the board is to increase volunteer participation so that the duties and staffing for each of these events does not become overwhelming for board members; however we encourage your attendance and participation at events when possible. One event per month, except June, November and December.

**Please list any other information or questions below that you would like the election committee to be aware of. You are welcome attach your resume or other relevant information if you like.**

**Application Due September 27, 2019 to [CSJVCAMFT@gmail.com](mailto:CSJVCAMFT@gmail.com)**

Nominating Committee will contact you for an interest interview following receipt of your application.

\_\_\_\_\_ End of Application \_\_\_\_\_

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CAMFT CSJV CHAPTER BOARD  
**Position Descriptions**

Below you will find a broad overview of each board member position description. Descriptions may change each year as needed or directed by the President and Election/Nominating Committee.

**President:** Official Chair for the Board and Chapter-wide Membership Meetings. Chairs the Executive Committee. Provides topics for board meetings in advance of meetings to the secretary of the board. (Officiate, write agenda, provide agenda in advance to board members). Responsible for developing the vision of the chapter and communicating that vision to the Board. Attend events and act as MC or provides speaking information to an appointed MC for each event. Coordination with Presidential Team (Consults with Past-President and mentors President-Elect). Consults with chairs of each committee and accepts reports of each committee at the Board Meeting to monitor the engagement of the chapter. Attends the Leadership Conference to consult with presidents of other chapters in the statewide association. Works with the board and members to update Bylaws as needed and leads the board in process to approve bylaws. Monitors the chapter mail/email or appoints a person to oversee this task. Acts as a liaison between the State CAMFT Board and the local chapter. Appoints a parliamentarian each year for the chapter Board. Monitors/completes filings and requirements of the chapter in conjunction with the Secretary and CFO.

**Past President:** Consultant to President. Chairs the nominating/election committee. Attends events; however, allows President to take on lead and mentors the president with any leadership needs. Orients new board members by welcoming them to the board and hosting the January Board Retreat. Each January creates a summary of the previous year to be included in the membership packet presented to the members. Member of the Executive Committee.

**President-Elect:** Learns the tasks of the president by shadowing business and functions of the chapter. Assists with planning and facilitation of board meetings when the president directs the task. Takes on other tasks as needed. Attends events of the chapter and volunteers for duties where help or assistance is needed. Participates in the Leadership Conference to develop skills for becoming an effective president of the chapter. Member of the Executive Committee and attends other committees to learn about workings of the chapter.

**Secretary:** Reports to the president and treasurer to monitor administrative needs of the chapter. Sends out invitations to Board Meetings and Request for agenda topics, creates Board Meeting Agenda, disburses to attendees. Takes minutes of Board meetings, posts records to Trello, presents minutes at following board meetings. Responsible for keeping track of important filing deadlines for the chapter and processing paperwork as needed, including; Secretary of State filings, chapter liability insurance, annual meeting notices, and statement of new officers to state CAMFT. Participates in at least two committees. Delegates duties to committees including chapter newsletter and event advertising needs.

**(continued on next page)**

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**Pre-licensed Member at Large:** Reports to the Clinical Member at Large for mentorship. Creates an inclusive and valuable experience for all pre-licensed members at CAMFT. Attends the 3000 Club regularly to engage the pre-licensed members and listen to their needs and concerns. Collaborates with Marketing and Membership to make sure there is member outreach and interaction. Attends CAMFT Chapter events. Acts as a lead liaison between the CAMFT Chapter and local universities and programs to increase pre-licensed membership. Reports to the Board at Board meetings any issues or concerns important to pre-licensed members. Participates in at least two committees (member of Membership Committee).

**Clinical Member at Large:** A liaison between members and the Board by reporting to the Board at each meeting member's experiences or concerns. Creates an inclusive and valuable experience for all members at CAMFT. Mentors the Pre-Licensed Member at Large. Collaborates with Marketing and Membership to make sure there is member outreach, interaction, and leads coordination for at least one social per year with the membership/event committees. Acts as a point-person for members to seek out when they have ideas, concerns or questions regarding chapter business. Leads ice breakers at chapter events to increase member interactions. Participates in at least two committees (Chair of Membership Committee).

**Treasurer:** Weekly monitoring of membership applications/approvals, creates and settles invoices, records bank deposits and bills. Monitors the chapter credit card. Keeps track of Board financials using programs like Microsoft Excel. Reports to the Board the state of the chapter financials at each board meeting and notifies the Executive Committee and Board of any concerns or questions regarding financials. Presents the financial bank statements to the President at each Board meeting. Coordinates with Secretary to pay bills of the chapter as necessary for filings or committee needs. Files the State and Federal Income Taxes for the Chapter. Participates in at least two committees (Member of the Executive Committee and Chair of Finance Committee). Attends events to troubleshoot finance problems and collect payments if needed. Reconciles funds from members to collect payment or provide reimbursements.