

If not YOU then WHO?!

Call for Nominations



Dear District 6 Member:

It's Election time! Please support CPRS by becoming an officer on your District 6 Board. This is the official Call for Nominations to fill the positions on the 2022-2023 Board of Directors for CPRS District 6. Board member terms run from March 2022 through February 2023 of the following year.

Enclosed is the list of positions, eligibility qualifications, job descriptions and the nomination form. If you would like to nominate someone, or yourself, for one of the listed positions, please complete the enclosed nomination form. Please note that if you nominate someone for an office, he or she needs to sign their name as acknowledgement that they are willing to run for office.

Current 2022-2023 Board Openings:

Board of Directors

Vice President

Treasurer

Submit Nominations Forms:

1. Email: Ziel@monterey.org

RETURN NOMINATION FORMS BY Friday December 3rd, 2021 at 5:00 PM.

If you have any questions, please contact me by email at ziel@monterey.org or telephone at (831) 646-5694.

I look forward to your participation!

Sincerely,

Sara Ziel,
CPRS District 6 President-Elect



Received _____



CPRS DISTRICT 6 NOMINATION FORM

I, _____, nominate _____, for the position of
_____ for the 2022-2023 CPRS District 6 Board of Directors

Signature of Nominator

Date

*As a nominee, I agree to run for the office of _____ and agree to serve if elected.

Signature of Nominee

Date

Please complete the following required information:

(Candidate information must be sent as a Word document. Do not send PDFs)

Nominator: _____ Agency Name: _____

Address: _____ Phone Number: _____

Nominee: _____ Current Job Title: _____

Agency Name: _____ Phone Number: _____

Please include a brief candidate's statement of your interest and goals in becoming a Board Member (not to exceed 100 words)

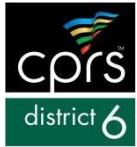
Optional:

- Digital candidate photo (formal or informal)
- Brief statement describing your CPRS leadership experience, (not to exceed 100 words).

Please email this form by Friday, **December 3, 2021** to:

Sara Ziel
ziel@monterey.org
Phone: (831) 646-5694





CPRS District 6

Board Duties and Responsibilities

Note: all board officers, section representatives, and committee members must have current membership status.

EXECUTIVE BOARD

President

1. Attend and preside over District Board of Directors Meetings
2. Prepares agenda for Board of Directors meetings
3. Represents the membership at the Regional level
4. Serves as ex-officio on all District 6 Section and Committees (*sans Nomination*)
5. Submits Annual Reports to membership via General Membership Meeting
6. Responsible to the Board of Directors for the action of all officers and committees
7. Attend the CPRS District/Section Summit and Leadership meetings
8. Participate in Region 2 Conference Calls
9. One of 3 signatures on checks
10. Responsible for completing yearly goals set by Board of Directors and Board
11. 1 year term (was previous Vice-President and President Elect)
12. Appoint Section Representatives, committees and chairs

President-Elect

1. Attend all District Board of Directors Meetings
2. Presides over the board meetings when the president is absent
3. Attend the CPRS District/Section Summit and Leadership meetings
4. Participate in Region 2 Conference Calls
5. Oversee the nomination and election process for Board of Director positions per the terms identified in the By-Laws or any vacant positions available.
6. Annual review of District 6 Resource Manual
7. Responsible for By-Laws
8. Two of 3 signatures on checks
9. Recruitment for Section Representatives for following year
10. 1 year term (was previous Vice President, will transition into President)

Vice President

1. Attend all District Board of Directors Meetings
2. Responsible for bylaws compliance and reviews (Article 2.6)
3. District 6 Representative for CPRS Legislative Committee (Article 6.3)
4. Support Section and Committee events
5. Chair of social committee
6. Chair of awards/installation committee
7. Chair of Nominations and Elections committee
8. Work with Region 2 Rep to coordinate Region 2 Social at State Conference
9. 1-year term (elected by membership, will transition into President Elect, then President)

Secretary

1. Attend all District Board of Directors Meetings
2. Prepares agenda and minutes of official meetings and submits to board for approval
3. Maintains minutes file on CPRS website
4. Prepares correspondence as appropriate
5. Assists with District events as needed.
6. Work with President and President Elect for Board meeting locations
7. Update calendar of events, library and shared folders on CPRS website



8. 2 year term (odd years)

Treasurer

1. Attend all District Board of Directors Meetings
2. Responsible for the annual financial statement that is sent to CPRS
3. Work alongside Board of Directors to oversee fiscal responsibility
4. Provides financial reports to the Board of Directors and District membership
5. Reconciles bank statements
6. Manages PayPal account (invoices and payments)
7. Reviews and pays expenditures per Board policy
8. Three of 3 signatures on checks
9. 2 year term (even years)

Director of Marketing

1. Attend all District Board of Directors Meetings
2. Responsible for Marketing of District Events, and posts on Social Media pages.
3. Send out E-mail blast for District meetings and events
4. Work alongside Treasurer to oversee fiscal responsibility
5. 2 year term (even years)
6. Serve as D4 & D5 liaison to share pertinent information on programs and other district information.

Director at Large "Youth & Teens"

1. Attend all District Board of Directors Meetings
2. Back up for District 6 Legislation Rep
3. Chair of the Youth & Teens committee
4. Develop trainings for district membership.
5. 2 year term (odd years)

SECTION REPRESENTATIVES (Appointed position; 1 year term; voting member)

- Communicate with District president or designee
- Act as liaison between the Section you represent and the District
- Encourage members to attend trainings
- Distribute information regarding Section educational opportunities, fundraisers, and scholarships. Distribute Section materials to Director of Marketing for distribution
- Assume any duties assigned by President
- Attend and actively participate in board meetings
- Attend section meetings and provide verbal report of Section happenings and District 6 board meetings
- Solicit CPRS and Section memberships

GENERAL BOARD AND COMMITTEE RESPONSIBILITIES

Promote and assist with District 6 programs and activities:

Awards and Board Installation	February
Attend Board Meetings	Minimum three (3) times a year
CPRS Conference	March
District/Section Summit (President, President-Elect, VP)	April
District Trainings/Workshops/Socials	Year round

