

2022 CPA BOARD OF DIRECTORS APPLICATION

(PLEASE SUBMIT PAGES 1-4 & SUPPORTING DOCUMENTATION)

Name:

Phone:

Email:

(Please note that all official notifications will be made via email)

SUBMISSION DATE

Thank you for your interest in serving on the Board of Directors of the Catholic Psychotherapy Association. Please submit your **Application with all required materials** no later than **August 31, 2021**. Late applications will not be accepted. Please submit all materials to:

Maribel Laguna, MA, LPC-S

President- Nominating Committee Chair
mlaguna@catholicpsychotherapy.org

Kindly include "Nominating" in your subject line. You will receive a confirmation email of receipt within 3 business days.

QUALIFICATION REQUIREMENT AND WAIVER

In accordance to the section 5.2 of the Bylaws of the Catholic Psychotherapy Association, the following are the qualifications to serve on the Board of Directors:

Membership. Immediately prior to nomination to the Board of Directors, a potential candidate shall have two years of uninterrupted membership in the association with at least one year as a Clinical or Academic member with voting rights as defined in Section 3.7 of the Bylaws.

Annual Conference. A potential candidate must have attended at least one of the three prior annual conferences of the Association.

Letter of Intent & Endorsements. A potential candidate (or board member seeking re-election) must present to the Nominating Committee an application and Letter of Intent accompanied by three Letters of Endorsement by members with voting rights (Clinical or Academic members). One of these three endorsements shall be from one of the following: a current member of the Board of Directors, the chairperson of a committee, or the chairperson of a task force.

Evidence of Service. A potential candidate shall provide to the Nominating Committee positive details of verifiable evidence of his or her past and current service to the Catholic Psychotherapy Association. The Nominating Committee shall verify such service as part of the vetting process.

Elected members will serve a term of 3 years beginning January 1, 2022. Serving on the Board of Directors requires a significant commitment of time and talent including a minimum of 20 hours of service per month monthly attendance at board meetings, chairing a committee and/or serving in an Executive Board position, a willingness to take leadership in the working needs of the association, and fundraising.

Exclusions. Members with a history of disciplinary actions by a licensing or certifying board or professional association will require the extraordinary act of a waiver provided directly from the Board of Directors in order to be considered a potential candidate by the Nominating Committee.

Waivers. Upon written request, the Board of Directors may issue a waiver to a potential candidate of any of the Qualifications or Exclusions. Such action would require an affirmative two-thirds (2/3) vote of the Board of Directors. **Waiver requests for 2022 must be submitted in writing to mlaguna@catholicpsychotherapy.org no later than August 14, 2021.**

APPLICATION REQUIREMENTS

The application requirements and procedures are listed in detail in the CPA Bylaws, CPA Policies and Procedures of the Nominating Committee, and Nominating Timeline (Appendix A). The following is a summary:

- I. **This application, completed and signed.**
- II. **Current Curriculum Vitae for the applicant, in PDF format.**
- III. **A signed Letter of Intent to include all of the following:**
 - 1) Description of reason for desiring to serve as a Director.
 - 2) Detailed written evidence of current and past service to the Catholic Psychotherapy Association.
 - 3) Description of skills/experience that are relevant to needs of the Board, including, but not limited to skills related to:

Board Development	Conference Planning
Corporate Compliance	Financial
Management	
Fundraising	Integration of Catholic Anthropology and Clinical Methods
Marketing	Non-Profit
Management Program Development	Strategic
Planning Volunteer Management	
 - 4) Statement of understanding that membership in the Board of Directors requires:
 - a) A significant commitment of time and talent for a duration of 3 years
 - b) A minimum of 20 hours of service per month
 - c) Attendance at monthly Board meetings, annual conference, and semi-annual Board retreats (anticipated travel/lodging/registration expense of \$2,500/year).
 - d) Filling a Committee Chair and/or Executive Board role
 - e) Actively supporting fundraising efforts
 - 5) Statement of having read the Bylaws of the Catholic Psychotherapy Association adherence to the mission of the Association (Article I), criteria for membership (Article III), management of conflicts of interest (Article VIII), and adherence to the code of ethics (Article IX).
 - 6) Disclosure of any potential conflicts of interest.
 - 7) Accompanying Letters of Endorsement.
- IV. **Three (3) Letters of Endorsement (one must be from a current board member, committee chair or chair of a task-force). Each Letter of Endorsement shall be *received* no later than August 31, 2021, and must include all of the following:**
 - a. Reasons why the person is a strong candidate for the Board of Directors.
 - b. Character reference of the veracity of the Letter of Intent with specific mention to the fidelity to the mission of the Catholic Psychotherapy Association and criteria for membership.
 - c. Character reference regarding the ability to function well within a collegial body of the Board of Directors (with Article IX of the Bylaws as an example of criteria).
 - d. The Letter of Endorsement may also request a waiver of normal candidate requirements, such as attendance at previous conferences or length of membership in the Association

For those candidates selected to the slate of 3 to 6 candidates for the upcoming board positions:
Prior to voting, the membership will be provided with a copy of your entire application, to include your Curriculum Vitae, Letter of Intent, and a list of those who wrote your Letters of Endorsement and/or a copy of the actual Letters of Endorsement.

BRIEF BACKGROUND

This is just a brief intro so the Nominating Committee can get to you know you. Later, you will have the opportunity to expand upon these in your Letter of Intent.

Briefly describe why you would like to serve on the Board of Directors:

Briefly describe your involvement with the Catholic Psychotherapy Association:

List your current organizational affiliations - names of the organization and your role(s):

1. _____

2. _____

3. _____

4. _____

Which of your skills would you like to utilize on the Board? Check those that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> Board development | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Conference Planning | <input type="checkbox"/> Marketing | <input type="checkbox"/> Strategic Management |
| <input type="checkbox"/> Corporate Compliance | <input type="checkbox"/> Non Profit Management | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Integration of Catholic Anthropology and Clinical Methods | <input type="checkbox"/> Chaplaincy |

Other skill(s), gifts and talents that you would like to utilize as a CPA Board member:

Who will provide your Letters of Endorsement:

1. _____
2. _____
3. _____

CONFIRMATION

Please answer YES or NO to each of the following statements related to basic qualifications and commitment for candidacy.

- _____ **Bylaws:** Have you read and agree to abide by the Bylaws of the Catholic Psychotherapy Association?
- _____ **Policies and Procedures:** Have you read the Policies and Procedures of the Nominating Committee and agree to abide by them including dates and timelines?
- _____ **Membership:** Have you had two years of uninterrupted membership in the association with at least one year as a Clinical or Academic member?
- _____ **Annual Conference:** Have you attended at least one of the following past Catholic Psychotherapy Association's Conferences: Orlando (2018), Atlanta (2019), Virtual (2020), Virtual (2021)
- _____ **Service:** Have you provided significant *verifiable* service to the Catholic Psychotherapy Association?
- _____ **Commitment:** If elected, do you commit to at least 20 hours per month of service for a term of 3 years, attendance at the monthly board meetings and semi-annual retreats, chairing a committee and/or serving in an Executive Board position, service as needed to further the association, and actively supporting fundraising efforts?
- _____ **Remuneration:** Do you acknowledge that board members do not receive any compensation for their service to the Catholic Psychotherapy Association? Given budget limitations, board members will typically pay for their own expenses including, but not limited to, conference travel, conference registration fees, and conference expenses. As such, membership in the board will typically involve the commitment of personal resources.
- History of Disciplinary Action:** Have you ever had a history of disciplinary actions by a licensing or certifying board or professional association?

Please note that waivers may be submitted by the potential candidate or by one of those endorsing such potential candidate.

CONSENT AND ATTESTATION

I hereby attest that all information in this application is correct. I hereby authorize the members of the Catholic Psychotherapy Association's Nominating Committee and the Board of Directors to verify the accuracy of any information related to the nomination and voting process.

I also authorize that any and all material that I submit (or is submitted on my behalf) as part of the nominating and voting process to be shared with the Board of Directors, Nominating Committee, and Membership of the Catholic Psychotherapy Association. I understand that these materials will be kept within the archives of the association, in accordance to its record keeping policies and the requirements of the State of Georgia for Not for Profit Corporations.

Name

Signature

Date

APPENDIX A
TIMELINE FOR 2019 NOMINATING AND ELECTION CYCLE

	Activity	Date
1	Waiver requests due for those not meeting full criteria.	August 14, 2021
2	Applications Due (with all supporting documentation).	August 31, 2021
3	Nominating Committee meets to discern slate.	September 10, 2021 & September 15 (if needed)
4	Board meets to ratify slate.	September 18, 2021
5	Election ballot sent to eligible members.	Target: September 27, 2021
6	Last day for voting.	Target: October 11, 2021
7	Ratification of new Directors by the Board	Target: October 18, 2021
8	Presentation of Elected Directors	Announced via email to members once all candidates have been notified.
9	Installation of New Directors for 3-Year Terms	On-boarding process throughout November-December, 2021. Attend first board meeting January 15, 2022.