



**CalCPA EDUCATION
FOUNDATION**

Board of Trustees

**Nomination Information
And Application**

Please return completed application with photo
by March 2, 2010

CalCPA Education Foundation
Patricia Cochran, Chair, Nominating Committee
c/o: Cheryl Smith, Executive Assistant
1235 Radio Road
Redwood City, CA 94065

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

Nomination Guidelines

The Nominating Committee for CalCPA Education Foundation is now soliciting candidates for leadership positions for the Education Foundation Board of Trustees. Trustee positions as well as officer positions need to be filled.

Interested nominees must complete a packet that includes the following:

1. An application containing:
 - Position(s) sought
 - Biographical Information
 - Educational Background
 - Professional Background
 - CalCPA, Chapter or Education Foundation Activities
 - Community Service/Volunteer Activities
2. A black and white photograph
3. Letters of recommendation, if available

Each candidate is encouraged to submit as much information as possible to aid the committee in selecting the best candidates. Additional information regarding candidate qualifications may be attached to the application/resume.

All materials are due to the committee chair **no later than 5:00 p.m. March 2, 2010.**

The Education Foundation Nominating Committee will meet on March 25, 2010. The committee report will be filed with the Secretary of the Education Foundation no later than 60 days prior to the Annual Meeting. Formal election of candidates will be held at the Education Foundation Annual Meeting on June 24-25, 2010.

All information should be sent to the address below no later than March 2, 2010.

California CPA Education Foundation
Patricia Cochran, Chair, Nominating Committee
c/o: Cheryl Smith, Executive Assistant
1235 Radio Road
Redwood City, CA 94065

If you have questions, please contact Cheryl Smith, at (650) 802-6202, or via e-mail, csmith@educationfoundation.org.

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

Criteria for Nomination

Recommended Trustee Characteristics

- Member of CalCPA
- Proven leadership skills
- Understands the importance and benefit of continuing education upon the profession
- Has demonstrated good business insight through one or more of the following roles
 - Decision maker in firm or company
 - Manager of people/human resources
 - Managing partner
 - Chief financial officer
 - Managing consultant
 - Educator

CalCPA Education Foundation
 Board of Trustees
 Nomination Information and Application Packet

**2010 Nominations & Leadership Development
 Committee Members**

<p>Patricia Cochran, chair*** <i>(Foundation Past President)</i></p>	<p>Vision Service Plan 3333 Quality Drive Rancho Cordova, CA 95670 Ph: 916-851-4710 Fx: 916-858-5388 patrco@vsp.com</p>
<p>Pamela Kelty *** <i>(Immediate Past President)</i></p>	<p>Tucker & Kelty, LLP 299 W. Hillcrest Drive, #119 Thousand Oaks, CA 91360 Ph: 805-494-9155 Fx: 805-494-1923 pam@tkllp.net</p>
<p>Teresa Mason ** <i>(A former chairperson of CalCPA Council)</i></p>	<p>Collins Mason & Company LLP 851 Thomas L. Berkley Way Oakland, CA 94612 Ph: 510-891-9000 Fx: 510-891-9002 teresa@cmccaccountants.com</p>
<p>Joseph Forlenza (Year 2 of 2)* <i>(One of two elected members of the Foundation; Two-year staggered terms)</i></p>	<p>Ameriprise Financial Services Inc 8910 University Center Lane, #200 San Diego, CA 92122 Ph: 858-795-2318 Fx: 858-535-0811 joseph_a_forlenza@ampf.com</p>
<p>Jamshed Gandhi (Year 1 of 2)* <i>(One of two elected members of the Foundation; Two-year staggered terms)</i></p>	<p>Bertorelli Gandhi Won & Behti 150 Spear Street, #1700 San Francisco, CA 94105 Ph: 415-905-0330 Fx: 415-354-3361 jbgandi@bgwbcpas.com</p>

* CalCPA Representatives (Members of the Foundation)

** CalCPA Past Chair

*** Foundation Past Presidents

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

Board of Trustee Job Description

The members of the Foundation Nominating Committee nominate Trustees to serve on the board for a two-year term. A Trustee may be elected to serve two additional two-year terms for a total of six years.

Trustee Position

The Trustees of the Foundation have the following duties and responsibilities:

- Set policy.
- Attend and participate in the regularly scheduled Board of Trustees meetings (September/October, January, and May) and other meetings of the Board which are necessary to conduct the business of the Foundation. Trustees are encouraged to attend and participate in the Annual Meeting of the Foundation held each year in conjunction with the CalCPA Annual Meeting.
- Review results of Foundation operations.
- Serve on assigned committees or task forces.
- Attend Foundation events and utilize products, to have a better understanding of the organization, communicate with attendees and provide feedback to the executive director and staff.
- Provide input and assist staff as needed.
- Communicate with member groups as needed.

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

Board of Trustees' Time Commitment

Trustees

<u>Required Activities</u>	<u>Number of Days</u>
Board of Trustees' orientation	1
Board of Trustees' meetings	3
<u>Ad hoc and Optional Activities</u>	<u>Number of Days</u>
Chapter/Committee visits	2
Annual meeting	2
Task Force meetings, conference calls, other miscellaneous duties	2
TOTAL ESTIMATED TIME COMMITMENT	4-10 days

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

Reimbursement Policy

Transportation

Transportation costs to attend trustee meetings will be reimbursed at coach airfare or the mileage rate approved by the IRS. Trustee meetings include the three regularly scheduled meetings in September, January, and May. In addition, Officer and Trustee orientation meetings and the Education Foundation Annual Meeting transportation costs will be similarly reimbursed. Meeting dates are set in advance so that Board members can take advantage of advance purchase savings. Since the meetings alternate between north and south, Board members usually fly twice a year. Transportation costs for spouses or guests to attend any meetings will not be reimbursed.

Meals

Group meal costs for trustees and spouses/guests held in conjunction with regularly scheduled Trustee meetings will be covered as part of the cost of the meeting.

Accommodations

Hotel room costs for regularly scheduled trustee meetings will be charged to the master accounts and board members will be asked to pay for individual miscellaneous charges upon checkout. Hotel sleeping room reservations will be made in advance for each Board member. The reservation will be held for late arrival.

Reimbursement Forms

Trustees must request reimbursement. The reimbursement forms will be available at all meetings.

Dress

Apparel at board meetings is an individual decision, but the group tends towards a "business casual" style, i.e., sport shirts, sweaters, slacks. The evening dinners are generally held in nice, but not formal restaurants. We will let you know when more formal attire is required.

Questions

If you have any questions or require any assistance, please contact Cheryl Smith, Executive Assistant, at (650) 802-6202, or via e-mail, csmith@educationfoundation.org.



**CaICPA EDUCATION
FOUNDATION**

(Please use this form as your cover sheet for your application packet)

California CPA Education Foundation

Board of Trustees Application

Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Position applying for: _____

Signature: _____

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

2010-2011 Biographical Information Form Nomination Application

This information should be submitted with a photo no later than **March 2, 2010**
California CPA Education Foundation
Patricia Cochran, Chair, Nominating Committee
c/o Cheryl Smith, Executive Assistant
1235 Radio Road
Redwood City, CA 94065

Position Sought

Please indicate which position(s) you are interested in:

- Trustee (2 year term)
- President
- First Vice President
- Vice President
- Treasurer

Biographical Information

Name (please print)	CalCPA Membership ID #
---------------------	------------------------

Firm Name	Phone	Fax
-----------	-------	-----

Address	City	State	Zip
---------	------	-------	-----

E-mail

Education Background

Undergraduate School	Years	-
----------------------	-------	---

Graduate School	Years	-
-----------------	-------	---

Other Education	Years	-
-----------------	-------	---

CPA Certified	State	Years	-
---------------	-------	-------	---

	State	Years	-
--	-------	-------	---

Other Certificate(s)	State	Years	-
----------------------	-------	-------	---

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

Professional Background

Dates (from-to)	Company	Position
___ - ___	_____	_____
___ - ___	_____	_____
___ - ___	_____	_____
___ - ___	_____	_____
___ - ___	_____	_____
___ - ___	_____	_____
___ - ___	_____	_____

CalCPA, Chapter or Education Foundation Activities (including instructors)

Dates (from-to)	Description of Service
___ - ___	_____
___ - ___	_____
___ - ___	_____
___ - ___	_____
___ - ___	_____
___ - ___	_____
___ - ___	_____
___ - ___	_____

Other Community Service/Volunteer Organizations

Dates (from-to)	Description of Service
___ - ___	_____
___ - ___	_____
___ - ___	_____

Please indicate on a separate piece of paper how your unique skill set would contribute to achieving the Education Foundation’s mission of providing continuing education and information to CPAs and other accounting professionals to help them achieve their goals. Also comment on why you are seeking this (these) position(s) and what special contributions you can make or have made.

This Form is for the CA CPA Education Foundation Nominations Only.