



**CaICPA EDUCATION
FOUNDATION**

Board of Trustees

Nomination Information
and Application

CaICPA Education Foundation
Robert (Bob) Jones, Chair,
Nominations & Leadership Development Committee
c/o: Cheryl Smith, Executive Assistant
1800 Gateway Drive, Ste 200
San Mateo, CA 94404

CalCPA Education Foundation
Board of Trustees
Nomination Information and Application Packet

Nomination Guidelines

The Nominations & Leadership Development 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. Photo
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.

The Education Foundation Nominations & Leadership Development Committee will meet on January 9, 2012. 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 21-22, 2012.

*All information/materials should be sent to the committee chair at the address below **no later than 5:00 p.m. December 16, 2011.***

California CPA Education Foundation
Robert (Bob) Jones, Chair, Nominations & Leadership Development Committee
c/o: Cheryl Smith, Executive Assistant
1800 Gateway Drive, Ste 200
San Mateo, CA 94404

If you have questions, please contact Cheryl Smith, at (650) 522-3102, or via e-mail, csmith@educationfoundation.org.

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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

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**2012 Nominations & Leadership Development
Committee Members**

Robert (Bob) Jones	Jones & Giron LLP 1939 Harrison Street, #400 Oakland, CA 94612 Ph: 510-847-4135 Fx: 510-273-8504 bjones@jones-giron.com
Michelle Walters	Starr & Walters A/C 12341 Newport Avenue #D-100 Santa Ana, CA 92705 Ph: 714-834-0454 Fx: 714-834-0407 michelle@starrandwalters.com
Conrad Davis	6105 Holt Lane Carmichael, CA 95608 Ph: 916-285-5163 Fx: 916-563-7790 davis.conrad@gmail.com
Ben Towne	Berger Lewis A/C 55 Almaden Boulevard, #600 San Jose, CA 95113 Ph: 408-494-1228 Fx: 408-279-8186 btowne@bergerlewis.com
Dennis Young	Young Craig + Co., LLP, CPAs 2570 W. El Camino Real, #150 Mountain View, CA 94040 Ph: 650-209-1811 Fx: 650-209-1895 dennis@yccllp.com

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Board of Trustee Job Description

The members of the Foundation Nomination & Leadership Development 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, January, and May), the Annual Meeting of the Foundation held each year in conjunction with the CalCPA Annual Meeting and other meetings of the board which are necessary to conduct the business of the Foundation. Attendance at Board of Trustees meetings, standing committee meetings and assigned task forces is required. *It is understood that business or personal obligations may occasionally interfere. Absence at more than two consecutive meetings may result in removal from the board as outlined in the bylaws.*
- 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 and assist in keeping communication lines open between the Education Foundation and its customers, instructors and speakers and provide feedback to staff.
- Sign a confidentiality policy.
- Sign a conflict of interest policy.

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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
Annual Meeting	2
<u>Ad hoc Activities</u>	<u>Number of Days</u>
Task Force meetings, conference calls, other miscellaneous duties	2
TOTAL ESTIMATED TIME COMMITMENT	9-11 days

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Reimbursement Policy

Transportation

Transportation costs to attend Trustees' meetings will be reimbursed at coach airfare or the appropriate mileage rate approved by the IRS. Trustees' meetings include the three regularly scheduled meetings in September/October, January, and May. In addition, Officer and Trustees' orientation meetings and the Foundation Annual Meeting will be covered by this policy. Meeting dates are set in advance so that Board members can take advantage of advanced purchase savings. Since the meetings are held throughout the state or in nearby states, Board members will usually fly at least twice a year. Transportation costs for spouses or guests to attend any meetings will not be reimbursed. Trustees will be reimbursed for taxi or shuttle costs. Car rentals should not be necessary.

Meals

All travel related meals are reimbursed for Board of Trustee members. The Foundation will cover the cost of spouse/guest dinner on the night preceding the board meeting only.

Accommodations

Hotel room costs for regularly scheduled trustee meetings will be charged to the master account 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 guaranteed for late arrival.

Reimbursement Forms

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

Questions

If you have any questions or require any assistance, please contact Cheryl Smith, Executive Assistant, at (650) 522-3102, or via e-mail, csmith@educationfoundation.org.

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2012-2013 Biographical Information Form Nomination Application

This information should be submitted with a photo no later than **December 16, 2011**
California CPA Education Foundation
Robert (Bob) Jones, Chair, Nominations & Leadership Development Committee
c/o Cheryl Smith, Executive Assistant
1800 Gateway Drive, Ste 200
San Mateo, CA 94404

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 #
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Firm Name	Phone	Fax
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Address	City	State	Zip
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E-mail

Education Background

Undergraduate School	Years	-
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Graduate School	Years	-
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Other Education	Years	-
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CPA Certified	State	Years	-
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Other Certificate(s)	State	Years	-
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Other Certificate(s)	State	Years	-
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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.