



BOARD CANDIDATE APPLICATION FORM

This form has fillable fields. Please provide as much information as possible and forward the form and any attachments either via email to president@BAIPA.org.

Candidate Name: _____

BAIPA Member Since: _____

CANDIDATE'S CONTACT INFORMATION

Email: _____

Home Phone: _____ Mobile: _____

Address: _____

Website (if you have one): _____

CANDIDATE'S AREAS OF EXPERTISE (Please check all boxes that apply)

- Author
- Editor
- Book Design
- Illustrator
- Website Design
- Social Media
- Printing/Publishing
- Distribution
- Marketing
- Book Shepherd
- Publicity/Public Relations
- Communications Expert
- Audio Book Producer
- Legal Expertise (Publishing)
- Presentation Skills
- Audio Visual Expert
- Development
- Financial Management/Budgets
- Volunteerism
- Event Management
- Other (specify): _____

Tell us about your interest in BAIPA _____

Tell us about your past volunteer work in support of BAIPA _____

Tell us about your service/role/experience in serving on other non-profit boards _____

Tell us your reasons for volunteering for BAIPA Board Membership at present time _____

Please provide any additional supporting information _____

Please check that you have read and accept the **Statement of Commitment and Acceptance of Responsibilities for Board of Directors of BAIPA below**. You should be aware that completing this application is not a guarantee that you will be elected onto the Board. There is a process of election after the Board receives your application. We will contact you to schedule an interview as soon as possible. It is our intent that everyone finds Board service to be fulfilling, fun, and festive. Thank you for your interest.

SIGNATURE : _____ DATE: _____



Statement of Commitment and Acceptance of Responsibilities as a Member of the BAIPA Board of Directors as 3/5/21

Mission

BAIPA is a non-profit educational organization devoted to elevating the art of publishing. It provides educational programs, networking, marketing opportunities, encouragement, and information on industry, vendors, and services. Its goal is to develop incremental knowledge and expertise among its members, and to assist them in publishing, promoting and marketing their writings and services.

Responsibilities

Each member of the Board of Directors is expected to ensure organizational compliance with all facets of Federal, State and local laws and regulations; remain committed to BAIPA's established mission, and uphold its tradition of excellence by engaging in organizational planning, decision making, and informed judgment; and always placing the interests of BAIPA and its members before any personal or professional concern, avoiding conflicts of interest, and supporting all activities sponsored by BAIPA in a responsible manner.

Each Director has a fiduciary duty to ensure the governance, programmatic, operational, and fiscal health and integrity of BAIPA. Every Director is expected to participate as a resource on one or more Board committees or working groups, as the Board requests, and also act in the capacity of an Officer of BAIPA, accepting such responsibilities as President, Vice President, Secretary, or Treasurer, and assisting in the administration of the BAIPA members' monthly meetings.

Each Director must be an active and fully paid-up associate of BAIPA unless otherwise approved in advance by the full Board in circumstances where specialist knowledge or competencies exist.

Term

Board terms are for no more than two years and typically commence May 1st at the start of the BAIPA fiscal year. Board members are expected to serve at least one full two year term. There is currently no limit on the number of two year terms that may be served. At the conclusion of a term of service, each Director is eligible for re-election by the full Board of Directors.

Statement of Commitment and Acceptance of Responsibilities as a Member of the BAIPA Board of Directors as 3/5/21 (continued)

Board Effectiveness

Each Board member is expected to:

1. Consistently attend and participate in monthly Board meetings that currently take place on the first Monday of every month in San Rafael, CA, commencing late afternoon. Thoroughly review and familiarize themselves with materials distributed in preparation for such meetings so that the actions of the Board are based on informed consideration of the issues. Notify the BAIPA Secretary in advance of any Board meeting that the Director is unable to attend. Participate in the annual strategic and action planning full-day meeting that usually takes place during late April/early May.
2. During Board meetings, engage in honest debate about issues that are within the Board's purview. Discussions should be candid and respectful of diverse opinions in a manner that promotes trust and confidence among all Board members. Directors are expected to maintain complete confidentiality as to the specifics of discussions at Board, committee, and working group meetings.
3. At all times, demonstrate a strong personal commitment to the interests of BAIPA while constructively participating in Board-initiated debate and decision-making in an open, interested, progressive, and educated manner, and seeking out common ground and new ways of advancing the expectations of BAIPA members.
4. Attend whenever possible, at least for the morning sessions, the monthly BAIPA member meetings that are held mostly on the first Saturday of each month, except for certain holiday weekends, either remotely or in person in Novato, starting at 9:00 am.
5. Commit to the values of diversity and non-discrimination in all aspects of BAIPA's operations. Assist in the recruitment of new BAIPA members and show leadership for any event for which fundraising activities are necessary.
6. Refer questions of significance from outside the BAIPA membership, and any inquiry involving material expenditure, to the BAIPA Board President for guidance prior to communicating any commitment or authorizing any expense. The Vice President or Treasurer (financial matters only) can deputize for the President when that Officer is unavailable.
7. Respect BAIPA's status as a not-for-profit public benefit corporation by being familiar with the organization's Articles of Incorporation and Bylaws.
8. Always perform duties in good faith and in a manner believed to be in the best interest of the corporation. This includes compliance with the BAIPA Bylaws at all times.