



www.iaap-ca.org

**Board of Directors
2009-2010**

President

Barbara Murphy CPS/CAP
Tustin CA
bmurphycpscap@gmail.com

Acting - President-Elect

Angie LaCarte
San Marcos CA
angielacarte@gmail.com

Vice President

Debra Burruss CPS/CAP
Sacramento CA
sactoladyiaap@gmail.com

Recording Secretary

Murphy Jones CPS/CAP
Fresno CA
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Corresponding Secretary

Vacant

Treasurer

Gloria Rossiter CAP
San Diego CA
gbrossiter@gmail.com



November 15, 2009

To: California Division Chapter Presidents and Division-at-Large Members

cc: California Division Officers, California Division Parliamentary Advisor, California Division Committee Chairs, California Division Committee on Nominations

From: Sue Burk, Committee on Nominations Chair

Re: Nomination of Candidates for California Division Office 2010-2011

The nomination process for California Division Officers for the 2010-2011 term is now open for all offices with the exception of Treasurer, elected for a 2-year term 2009-2011. Please distribute this memo and enclosures, via email or hard copy, to all of your chapter members. Please also share this information at chapter meetings and in your chapter newsletter to give all members an opportunity for professional development through leadership and service to the California Division.

Each Chapter, by vote of its membership, may nominate any one of its Professional or Professional-Merited members as a candidate for Division Office. Candidate nomination packets must be **postmarked or email date stamped no later than February 15, 2010** as follows:

- The original packet emailed or sent to Sue Burk, Nominations Chair, at sueburk@sbcglobal.net, 1046 S. Wayside St., Anaheim, CA 92805
- A copy of the packet emailed or sent to Michelle Gillivan, Committee Member-South, Michelle.Gillivan@tacobell.com, 14931 Dusk Street, Irvine, CA 92604-2951
- A copy of the packet emailed or sent to Pamela A. Eurich, Committee Member-North, peurich@daklaw.com, Dowling, Aaron & Keeler, 8080 N. Palm Avenue, Third Floor, Fresno, CA 93711
- A copy of the packet emailed or sent to AlVerta Harty CPS/CAP, Division Parliamentary Advisor at Alverta.Harty@bayer.com, Bayer HealthCare, 2600 Hilltop Drive, Richmond, CA 94806

Candidate nomination packets consist of:

1. Completed Candidate Information for Division Office form (enclosed)
2. Completed Chapter Endorsement of Candidate for Division Office form (enclosed)
3. Seconding letters or copy of the Chapter Endorsement of Candidate for Division Office form from three other Chapters (enclosed)

For detailed information regarding nominations, qualifications, and duties, please refer to the California Division Bylaws & Standing Rules as amended June 6, 2009. A summary of board activities for the 2010-2011 term and a summary of qualifications and the nominations process are enclosed for your reference.

It is the goal of the Nominations Committee to submit a full slate of candidates for Division Office at our 2010 Division Meeting in Pleasanton in June. The committee encourages all Chapters to participate in this year's California Division theme, "Power of Commitment."

If you have questions or would like more information, please email me at sueburk@sbcglobal.net or call me at (714) 937-7400 (office) or (714) 776-4482 (home).

IAAP Mission

*Enhancing the success of career-minded administrative professionals by providing opportunities
For growth through education, community building and leadership development.*

California Division's Mission

*To be a resource for chapters and members, promoting professional development and
educational opportunities for administrative professionals throughout California.*



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 California Division, Inc.
 Candidate Information for Division Office 2010-2011

Office

<input type="checkbox"/>	President
<input type="checkbox"/>	President-Elect
<input type="checkbox"/>	Vice President
<input type="checkbox"/>	Recording Secretary
<input type="checkbox"/>	Corresponding Secretary
<input type="checkbox"/>	Treasurer (2 year term 2009-2011)

Candidate _____

Date Joined IAAP _____

Endorsed by Chapter _____

IAAP Offices and Chairmanships Held

Chapter	Division	International

Number of IAAP meetings attended

<input type="checkbox"/>	International
<input type="checkbox"/>	Division
<input type="checkbox"/>	Other

Other IAAP related activities

Education

Current Employment

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Candidate Information for Division Office 2010-2011

I, _____, hereby agree to serve as California
Division _____, if elected.

(Address of Candidate)

Candidate's Signature

Date

(Chapter Name) **Chapter nominates** _____
(Candidate's Name)

for the office of _____, California Division 2010-2011

Signature of Candidate's Chapter President

Date

(Chapter Name) **Chapter seconds the nomination of** _____
(Candidate's Name)

for the office of _____, California Division 2010-2011

Signature of Chapter President
(or other Chapter Officer)

Date

(Chapter Name) **Chapter seconds the nomination of** _____
(Candidate's Name)

for the office of _____, California Division 2010-2011

Signature of Chapter President
(or other Chapter Officer)

Date

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Candidate Information for Division Office 2010-2011

**California Division Board Member Candidate
Activities Information/Calendar
As of November 2009**

This information page has been created to better inform you of the activities and time commitments related to a position on the Division Board. As a candidate, you should be aware of activities taking place in the upcoming IAAP term.

Below is a list of Board-sponsored events and Board meetings for the upcoming term. Because California is such a large state, and through years of experience, the Division Board has traditionally held two meetings, north and south, for each Board-sponsored event we host. It has been the Board's experience that hosting two events allows more of our members to participate in events implemented to help ensure the success of their chapter. Consequently, board members living in the south will travel to the northern event locations, and vice versa. Whenever possible, a board meeting is planned around a Board-sponsored event to cut down on travel costs and a Board member's time away from home.

You will note that a Board-sponsored event and Board meeting are already scheduled for next June. However, all subsequent meetings are scheduled based on the availability of the newly elected board members, and this is normally done at the June board meeting.

Board-Sponsored Events

- 2010 AEF/CDM – Friday through Sunday, June 11-13, 2010
- Leadership Development North and South (dates and locations TBD – usually a Saturday)
- 2011 AEF/CDM – Thursday through Sunday, June 2011 date TBD, in Southern California

Board Meetings

- Post-2010 CDM Board Meeting - Sunday, June 13, 2010; brief meeting held after close of CDM with current and newly elected board members – approx noon to 3pm.
- Monthly Conference Calls – date and time TBD based on board availability.
- Fall Board Retreat (date and location TBD) – August, September, or October 2010; meeting held Thursday dinner through Sunday noon
- 2011 AEF/CDM Site Visit/Board Meeting (date and location TBD) - mid-January 2011; meeting held Friday dinner through Sunday noon
- Tentative – Board meeting to finalize AEF/CDM plans (date and location TBD) – March 2011 Friday dinner through Sunday noon
- Pre-2011 AEF/CDM Board Meeting (location TBD) – Thursday, June date TBD; before AEF on Friday
- Post-2011 CDM Board Meeting – Sunday afternoon, June date TBD; brief meeting held after close of CDM with current and newly elected board members

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Candidate Information for Division Office 2010-2011

Chapter Contact/Chapter Visits

Chapters within the Division are divided equally among the officers (normally 5-6 chapters per board member), usually with the southern officers visiting Chapters in the south and northern officers visiting those in the north. Each Chapter shall be entitled to an annual visit by a Division Officer without expense to the Chapter.

Duties of Division Officers

You should familiarize yourself with the duties of the office you are running for as outlined in the California Division Bylaws & Standing Rules, as amended June 2009. Additionally, your duties will include being a committee contact corresponding with various Division committees and chapters.

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