



2010 Board Term Starts January 1st

## Open Call for Nominations - 2010

Leadership in BDA/OC is a rewarding place for members to sharpen business and leadership skills and broaden business networks. *Nominate yourself or a business associate!* Not a member? Join today and connect!

### CONNECT - THRIVE - LEAD

### NOMINATIONS DUE OCTOBER 2ND

Tel: 714/832-5741 Fax to 714/730-4019

**CRITERIA:** Candidates must be a current member of the association. Candidates for president and vice president are required to have served one-year as a director and must represent a firm directly related to the A/E/C industry.

#### Testimonials of Service

*I have met valuable professional contacts, important teaming partners, and made many good friends through my involvement with the BDA/OC over the past 15 years. This organization is essential to the success of my career in the A/E/C industry.*

*DeAnne Minor [Parsons Brinckerhoff ]  
President, BDA/OC*

#### **OFFICERS (Executive Board)**

**PRESIDENT** – The President is responsible for providing leadership and long range planning for the association. Oversees and ensures that the board and committee/chairs adhere to the mission and objectives of the association. Leads eleven board of directors meetings and one planning meeting a year. Additional duties: executive decision-maker; organizational policies and procedures; joins committees when applicable; and contributes information to the association newsletter. *Average time required monthly: 5 – 6 hrs.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**VICE PRESIDENT** - Perform duties of the President in the absence of the President. Assists President in overseeing and ensuring that committees/chairs achieve their objectives. Spearhead the scholarship program and special projects. Attend all board meetings and serves on the Executive Committee. *Average time required monthly: 3 - 5 hr.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**SECRETARY** - Record, publish and circulate meeting minutes of the previous meeting in a timely manner. Create and maintain board book. Attend all board meetings and serves on the Executive Committee. *Average time required monthly: 3 - 5 hrs.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**TREASURER** - Work with the Association Office to develop the association budget and oversees financial reports provided by contracted bookkeeper. Reviews bank balances periodically and makes cash management recommendations. Insures that annual tax return is prepared and filed in a timely manner. Attend all board meetings and serves on the Executive Committee. *Average time required monthly: 3 - 4 hrs.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**DIRECTOR-AT-LARGE (4 voting board positions):**

**DIRECTOR / Hospitality** - The Director is responsible for schedule and coordinating multiple no-host mixers (2 to 3), the summer soiree event and annual holiday party. Works closely with association staff, the program & membership committee, to insure that mutual goals are supported. Attend all twelve board meetings. *Average time required monthly: 2 - 3 hrs*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**DIRECTOR / Programs** - Connect first with the industry movers and shakers in the industry. The Director is responsible for establishing and leading a program committee to schedule and coordinate eleven monthly luncheon meeting programs a year. Works with the Membership Committee regarding supporting membership drive incentive programs that correspond with luncheon events. Attend all twelve board meetings. *Average time required monthly: 4 - 6 hrs.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**DIRECTOR / Marketing & PR** - The Director is responsible for producing and distributing monthly press releases regarding all BDA events and activities (1 per month). Help to create a BDA brand by development information and materials of use by the association. Attend all twelve board meetings. *Average time required monthly: 3 - 4 hrs.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**DIRECTOR / Membership** - The Director is responsible for developing a committee; coordinating membership recruitment drive; manning the luncheon membership table; and for coordinating follow-up to prospective members. Attend all twelve board meetings. *Average time required monthly: 4 - 6 hrs.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**DIRECTOR / Workshops** - The Director is responsible for developing a committee; for scheduling and implementing four educational workshops a year. Attend all twelve board meetings. *Average time required monthly: 3 - 4 hrs.*

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_

Board Experience: \_\_\_\_\_

**COMMITTEE POSITIONS also available.** *If interested in a Committee Position, and not a board position, please submit your contact information. Committees are non-voting positions.*

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Area of interest \_\_\_\_\_

Tel: \_\_\_\_\_ Email \_\_\_\_\_

**Submitted by (optional):** \_\_\_\_\_ Tel: \_\_\_\_\_

**Please fax by OCTOBER 2nd**

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