



**CONNECT - THRIVE - LEAD**

**Submissions due by October 5th**

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

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## 2008 Board Term

# Open Call for Nominations

Leadership in BDA/OC is a rewarding place for members to contribute their time, expertise and energy. It is also a great opportunity to sharpen business and leadership skills and broaden business networks. Nominate yourself or a business associate! Not a member? Join today and connect!

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**CRITERIA: Candidates must be a member in good standing to serve on the board. The President position requires one-year past service as a director.**

### Testimonials of Service

*Since I've been in the A/E/C industry, I have come to value the BDA/OC association and the topical industry programs, networking events and education workshops. On many occasions, I have had the opportunity to speak with a potential client, and formulated relationships with experienced strategic teaming partners. My core interest within the last several years, has been to be an active participant on BDA's Board, and continue to support the organization and its vision to be Orange County's networking forum for companies that provide services for all of the built environment.*

*Erika Bennett [Fehr and Peers]  
President, BDA/OC*

*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 marketing and proposal management consulting practice.*

*DeAnne Minor [NEVELLWHITE, LLC]  
Vice President, BDA/OC*

### **OFFICERS**

**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 per month.*

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 any special projects when applicable. Attend all board meetings and serves on the Executive Committee. *Average time required monthly: 3 - 5 hrs per month.*

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

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

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

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

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

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

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

**TREASURER** - Attend all board meetings and serve on Executive Committee. Review monthly reconciliation and financial reports. Work with Association Office to develop the association budget as a result of input from the board. Reviews bank balances periodically and makes cash management recommendations. Insures that annual tax return is prepared. *Average time required monthly: 3 - 4 hrs per month.*

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

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

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

**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: 5 - 6 hrs per month.*

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 per month.*

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

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

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

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 per month.*

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

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

**COMMITTEE POSITIONS also available.** *If interested in a Committee Position, and not a board position, please submit your contact information.*

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

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

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

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

**Please fax by OCTOBER 5, 2007**

**Business Development Association – Orange County**  
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