The CAI Nominating Committee is currently accepting self-nominations for two (2) at-large positions on the Board of Trustees. Members eligible to fill these positions may be from any membership category, though no more than one manager member can be appointed this year. The two-year terms begin on January 1, 2024. Trustees may serve no more than three terms or 6 years.

**Please read these qualifications and instructions before completing the Self-Nomination Questionnaire.**

**Qualifications**

To be considered for a position on the Board of Trustees, you must meet the following general qualifications:

* Be a CAI member for a minimum of five (5) years at the time of nomination in a category corresponding with the position being applied for
* Demonstrated ongoing commitment to the purposes and objectives of CAI and leadership within your class of membership
* Commit to attend scheduled meetings (in-person and via conference call) and otherwise abide by the Board of Trustees’ official attendance policy.*The Board currently meets at a retreat with the Membership Representation Groups each winter (Feb. 13-14, 2024, in Las Vegas) at the CAI Annual Conference (May 8-11, 2024, in Las Vegas) at the CAI headquarters each fall (2024 date to be determined), and via video/conference calls throughout the year.*
* Have not been officially sanctioned or otherwise censured by CAI relative to a CAI designation
* Have not been convicted of a crime of the first or second degree or a crime of a fiduciary nature of any degree while serving as a member of an executive board or during the course of your employment

Additionally, you must meet the qualifications below that correspond with your member category:

**Business Partners**

* Hold the CAI Educated Business Partner distinction
* Served on a CAI local or national committee or board, or otherwise been involved on a local or national level. *Attendance at local or national events or trade shows does not fulfill this requirement.*

**Homeowner Leaders**

* Served on a CAI chapter or national committee or board
* Served on a community association board
* *Homeowner leader members who also hold a manager or business partner membership may not serve in a CAI volunteer position under the homeowner leader category.*

**Managers**

* Individual managers must hold a PCAM designation.
* In the case of a designated chief executive officer (or equivalent) of a management company who does not hold a PCAM, their company must hold an AAMC credential.

**Instructions**

Submit your completed form **(in Word format)** via email, as an attachment, to governance@caionline.org. Submissions received in other formats may be rejected.

All self-nominations must be received by **Tuesday, October 3.** You will be sent an e-mail confirming receipt of your submission. *If you haven’t received a confirmation after three full business days, please contact* *governance@caionline.org**.*

**By submitting this form, you confirm that you meet all stated general qualifications and the specific qualifications for your member category.**

**Questions?** Please send an email to *gdang@caionline.org*.

**Note:** *If you are invited to be interviewed by the Nominating Committee, you will be expected to be familiar with the basic principles of the Policy Governance® model used by the CAI Board of Trustees.*

Once you have determined that you meet the qualifications on the previous page, **type your responses directly in this form and save it as a Microsoft WORD document.** Submissions received in other formats may be rejected. This form should include all information that you would like the Nominating Committee to consider when reviewing your application. **No peripheral materials (e.g., resume, CV, website links, etc.) will be accepted or reviewed by the Nominating Committee.**

**Use the TAB and arrow keys or your mouse to navigate through the form fields.**

**A. Biographical Information:**

**Name:**

**Designations:**

**Firm/Association:**

**Street:**

**City, State, Zip:**

**Office Phone:** **Mobile:** **Home:**

**Email:**

**B. Professional Accomplishments *(include ranges of dates where relevant)***

1. Educational background and any CAI-related credentials.

2a. *Managers and Business Partners ONLY*

 Your last two professional positions/roles before current position.

2b. *Homeowner Leaders ONLY*

 Your last two community volunteer positions/roles before current position.

3. Brief outline of past involvement with CAI at a national and chapter level, with particular emphasis on accomplishments.

4. Other non-CAI leadership activities or recognitions that demonstrate skills or attributes beneficial to CAI and the CAI Board of Trustees.

**C. In 300 or fewer words per question, please respond to the following:**

1. What unique skill, talent and experience do you possess? How would each of those traits contribute to the long-term success of CAI?

2. If you could sponsor and implement one change within CAI, what would it be, and how would it be implemented?

3. Using other reasons not covered in # 1 and # 2 above, explain why you wish to serve on the CAI Board of Trustees.

4. If you were writing an article 10 to 15 years from now describing CAI as you envision it will be at that time, what would be the three bullet points you would want to be expressed in your article?

*
*
*

Submit your completed form **(in Word format)** via email, as an attachment, to gdang@caionline.org no later than **Tuesday, October 3, 2023.** You will be sent an email confirming receipt of your submission. *If you haven’t received a confirmation after three full business days, please contact* gdang@caionline.org,

**By submitting this form, you confirm that you meet all stated general qualifications and the specific qualifications for your member category.**

**Questions?** Please send an email to *gdang@caionline.org*.