



CAPIC
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CAPIC BOARD OF DIRECTORS
BOARD MEMBER CRITERIA: ELIGIBILITY AND RESPONSIBILITIES

Personal Characteristics

- Ψ Concern for CAPIC's development.
- Ψ Commitment to CAPIC's collaborative structure and processes.
- Ψ Commitment to community building through patience, tolerance, sense of humor, and good will.

Eligibility

Board member positions are distributed among the various CAPIC constituencies to ensure a balanced representation of the CAPIC membership and geographically between Northern and Southern California. Eligibility requirements vary, depending on the constituency being represented, as outlined below:

- Ψ **Doctoral Academic Program Member Representative:** Psychologists who are involved in a member doctoral academic program's internship training. Doctoral academic program membership in CAPIC must be current.
- Ψ **Internship Program Member Representative:** Psychologists who are involved in a member agency's doctoral internship training program. Internship Program membership in CAPIC must be current.
- Ψ **At-Large Member Representative:** Professionals in the general community who have particular expertise that would benefit CAPIC.
- Ψ **Psychology Graduate Student/Intern Representative:** Students who are enrolled in a CAPIC doctoral psychology training program at a member doctoral academic program. Doctoral academic program membership in CAPIC must be current. Student must be at the doctoral internship level during their term, and must be serving at an internship during their term (e.g. has an internship agreement/match for the upcoming training year). Students should also review the separate document with distinct criteria for Student/Intern Representatives.

General Responsibilities:

- Ψ Be informed about the mission, policies, and activities of CAPIC, and inform others about CAPIC.
- Ψ Make decisions based on what best promotes CAPIC's mission and insures a viable, fiscally sound organization. Board members do not represent or promote the interests of a particular constituency.
- Ψ Attend board meetings and additional meetings as necessary; review agenda and supporting materials prior to meetings.
- Ψ Chair or serve on board committees and volunteer for special assignments within areas of expertise.
- Ψ Adhere to conflict of interest and confidentiality policies.
- Ψ Assist the board in carrying out its fiduciary responsibilities.

Promoting Excellence in Professional Psychological Training
Doctoral Academic Programs Ψ Internship Programs Ψ Postdoctoral Programs

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Specific Responsibilities:

- Ψ Attend at least 75% of all face-to-face board meetings, and 75% of all conference call board meetings in a three-year period.
- Ψ Actively participate in revenue generating efforts for the organization.
- Ψ Provide active leadership (chairing a board committee or heading a special project), task follow-through, and timely completion of committee or special project goals.
- Ψ Participate timely in CAPIC activities by email, such as voting and dissemination and response to information.
- Ψ Actively promote CAPIC's mission and interests to agencies with training programs, to schools that train psychologists, and within related professional groups.
- Ψ Actively help recruit board members with expertise needed by CAPIC.
- Ψ Conduct Quality Assurance (QA) reviews and site visits of program members, as needed.
 - Ψ This QA work translates to visiting 10- 15 internships over a 3-year term.
 - Ψ The assigned programs are geographically appropriate (e.g. local) for each Board member.
 - Ψ CAPIC's QA program is described more fully on the CAPIC website.
 - Ψ Student/Intern Board reps are not eligible to conduct these QA reviews.

Term commitment

- Ψ Three years for Board Member representatives.
- Ψ One year for Board Student/Intern representatives only.
 - If a student is in a half-time internship and will subsequently serve a second one, she/he may be eligible to run for a second term as an Intern/Student board representative.

Admin/Logistics

- Ψ Board of Directors members are volunteers and may not receive financial compensation for their service to CAPIC. However, reimbursement for reasonable CAPIC-related expenses is allowed.
 - CAPIC typically covers airfare/travel expenses and one night of hotel accommodations for its quarterly Board meetings. Other reasonable CAPIC-related expenses may also be covered, including liaison activities and expenses associated with new application and QA reviews and site visits.
- Ψ Board meetings are held every three months and are rotated between Northern and Southern CA.
 - The September and March Board meetings are typically held in the SF Bay Area.
 - The December Board meeting is typically held in the Los Angeles area.
 - The June Board meeting is typically held in the San Diego area.

If you have further questions or concerns, please don't hesitate to speak to a CAPIC Board Member, the Executive Director, or contact the CAPIC Office at 925-969-4550 or capicadmin@capic.net.