



CAPIC
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BOARD MEMBER RESPONSIBILITIES AND ELIGIBILITY CRITERIA CAPIC BOARD OF DIRECTORS

Please note:

- Ψ *Board of Directors members shall not receive any financial compensation for their service to CAPIC. However, reimbursement for reasonable CAPIC-related expenses is permitted.*
- Ψ *Students should refer to the separate Student/Intern Representative criteria document.*

General Responsibilities

- Ψ Be informed about the mission, services, activities, and policies of CAPIC.
- 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 Inform others about CAPIC.
- Ψ Assist the board in carrying out its fiduciary responsibilities.
- Ψ Meet eligibility criteria.

Specific Responsibilities

- Ψ Attend at least 75% of all board meetings.
- 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 Timely participate 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 membership application and Quality Assurance (QA) reviews and site visits, as needed.
 - CAPIC's QA program is described more fully on the [CAPIC website](#).
 - Student/Intern Board reps are not eligible to conduct these QA reviews.

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.

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Eligibility Criteria

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. Board members do not, however, represent or promote the interests of a particular constituency. Board members make decisions based on what best promotes CAPIC's mission and insures a viable, fiscally sound organization.

- Ψ **Doctoral Academic Program Member Representative:** Psychologists who are involved in a member doctoral program's internship training. 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. 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 program. Doctoral 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). See separate document with distinct criteria for Student/Intern Representatives.

Term commitment

- Ψ Three years for Board Member representatives.
- Ψ One year for Board Student/Intern representatives only.

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 two nights 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 have historically rotated between Northern and Southern CA. However, for 2018-19, the majority of board meetings are expected to occur at the CAPIC office, located at JFK University in Pleasant Hill, CA.

Additional information about board meetings and board elections is posted on the [CAPIC website](#). If you have further questions or concerns, please call CAPIC at 925-969-4550 or send an email to execdirector@capic.net.