



CAPIC
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BOARD MEMBER RESPONSIBILITIES AND ELIGIBILITY CRITERIA
CAPIC BOARD OF DIRECTORS

Last Updated by the CAPIC Board on March 2, 2019.

Please note:

- Ψ *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 make decisions based on what best promotes CAPIC's mission and insures a viable, fiscally sound organization.*
- Ψ *Board members shall not receive financial compensation for their board 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 Meet eligibility criteria. (See next page.)
- Ψ Be informed about the mission, services, activities, and policies of CAPIC.
- Ψ Assist the board in carrying out its fiduciary responsibilities.
- Ψ Attend board meetings and additional meetings as necessary; review agenda and supporting materials prior to meetings.
- Ψ 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.

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](http://www.capic.net).
 - Student/Intern Board reps are not eligible to conduct these QA reviews.

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

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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 Criteria

- Ψ **Doctoral Academic Program Member Representative:** Psychologists who are involved in their doctoral academic program. Program membership in CAPIC must be current.
- Ψ **Internship or Postdoctoral Program Member Representative:** Psychologists who are involved in a member agency's 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 at a CAPIC doctoral academic program, and who 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). . Doctoral program membership in CAPIC must be current. See separate document with distinct criteria for Student/Intern Representatives.
- Ψ **It is preferable that board program representatives be licensed psychologists. At a minimum, program representatives must be in the process of obtaining their licensure as a psychologist.**

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, starting in 2018-19, board meetings are expected to occur at the CAPIC office, located at JFK University in Pleasant Hill, CA, in order to reduce logistic expenses.

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