

California Institutional Researchers,

The CAIR Board invites applications for four positions – one vice president, one secretary, and two directors – which will assume their role starting January 1, 2021. Note: The first meeting will be in January.

### **CAIR Board Composition and Background**

The [CAIR Board Directors](#) is comprised of 12 members (including the ex-officio role of Treasurer) from two-year and four-year postsecondary educational institutions representing the California Community Colleges, University of California System, California State University System, and California private institutions. The CAIR Board expanded the number of board members from 9 to 12 in 2017 to account for the increase in the for-profit sector. Four members serve on the Executive Committee in the capacity of President, Vice President, Immediate Past President and Secretary, performing various duties specific to their role.

### **Why Join the CAIR Board?**

A position on the CAIR Board provides the unique opportunity to represent the interests of our profession and network with IR professionals from all segments of higher education in California. Board members are responsible for representing the interests of their segment while maintaining a focus on the needs of the CAIR Board. The largest undertaking for the Board is organizing and implementing the annual CAIR conference. It's an excellent professional development opportunity as many of the current Board members can attest to.

### **Requirements for serving on the Board**

- Three-year (minimum) commitment to serve. Extension of service beyond the three-year minimum can occur only by a majority vote of the entire Board.
- Board Directors are expected to provide support to the Executive Committee in addition to leading CAIR initiatives, such as the Site Selection Committee or Awards and Scholarship Committee.
- Attend an in-person board meeting two times a year (May/June and November) and participate in conference calls as needed.
- The weekly time commitment depends on the position, project(s) assumed, and time of year. Board members are reimbursed for travel expenses for the May/June board meeting.

- Board members must arrive a day prior to the start of the annual conference to participate in the November meeting and remain in attendance through the duration of the conference. Board members should expect to volunteer their time as needed. Travel expenses for the conference and November board meeting are at the board member's/home institution's expense.

## Length of Term

Directors serve a three-year term.

## Application Packet

- Applicants – submit a completed [CAIR Nomination Form](#). Individuals may self-nominate or be nominated by colleagues who feel they will be a good fit to the CAIR Board.
- Letter of Interest – Submit a 1-2 page letter describing your interest in the CAIR Board. Please make sure to indicate the position that you are applying for. Highlight the skill sets and experiences that you will bring to the CAIR Board, including what you can contribute to the CAIR Annual Conference and toward advancing the mission of CAIR. Please be sure to specify any background and skills relevant to the Board (e.g., conference planning experience, previous volunteer/organization work, ability to make the time commitment, support from your institution/organization to serve on the Board, etc.).
- Completed skills matrix (can download [here](#))
- Current Resume/Vita.
- Name, place of work and contact information for two professional references (it is preferred that one reference is either a current or previous supervisor).

**Please send your application materials to the CAIR Secretary at [cair.secretary@cair.org](mailto:cair.secretary@cair.org). The submission deadline is July 15, 2020, by 11:59 pm.**

Completed applications will be reviewed by the CAIR Board Selection Committee using the following criteria:

- Demonstrated effort to join the board – as evidenced by volunteering or presenting at CAIR and/or their letter of interest.
- Past experience in professional associations or institutional committees.
- Reputation in the field for following through on work and ability to work with others.

- Skill sets that CAIR can utilize to improve the conference and advance its mission.
- Representativeness by sector.

## **Selection Process**

- Applications will be reviewed by the CAIR Selections Committee using the criteria noted above. Semi-finalists will be contacted for a phone or video interview in early August. The interview will allow the Selections Committee to ask follow-up questions, and also give candidates an opportunity to query current Board members about their experiences working on the Board.
- Finalists will be notified and references will be contacted.
- Elected applicants will be advanced to the full board for approval at the August board meeting. The CAIR Selections Committee will communicate results to each applicant.

## **Questions**

- Feel free to reach out to any [CAIR Board](#) member if you have any questions about serving on the Board.