



CaRVTA OFFICER AND DIRECTOR

2022 NOMINATION FORM

The current openings on the CaRVTA Board are for the following Director positions.

Visionary
Marketing

Leadership
Technology
Corporate/Industry Knowledge

Finance
Fundraising

The nomination period is open now until May 1, 2022.

To qualify as a Board of Director Nominee you must be:

- ✓ A duly licensed California RVT
- ✓ An Active Member (RVTs only) of CaRVTA ([membership page](#))
- ✓ A practicing RVT in California for 3 years

You may nominate yourself or another person.

If you are nominating another person, we must receive accurate contact details to confirm their acceptance of the nomination.

The **personal biography information** will be posted to the [CaRVTA](#) website, under the [“members only section”](#), for voting members to review in order to choose a candidate(s) for the Board of Directors.

After close of nominations, Members will be polled thru a confidential online survey.

The voting will take place from May 1 thru May 5, 2022.

Election results will be posted on the website and nominees contacted directly.

We look forward to many nominations to further diversify our Board of Directors.



CaRVTA OFFICER AND DIRECTOR 2022 NOMINATION FORM

Please complete this form in its entirety (5 pages), answering questions as candidly and specifically as possible.
Continue thru the ENTIRE document to Initial / Sign each area before submitting.

(Please note that your completed information will be shared with the CaRVTA Nomination Committee for review for determination of your qualifications for the CaRVTA Board of Directors.

Name:

Email:

CaRVTA Member:

_____ years.

RVT:

_____ years.

Please list all Veterinary meetings or conferences you have attended in the last three years:

Provide a brief account of your professional history:

In what ways have you been able to contribute to the veterinary community?

What skills do you possess that will assist in propelling the organization forward?

Please list any Conflicts of Interest you may have.

Name and contact information for three references (identify your professional relationship to each).

*Please continue on and **SIGN** the Code of Conduct FORM Page 4 then **SIGN on Page 5.***

*SAVE the completed form to your desktop adding your name to the title (**great tech.2022 Nominations**).*

*Email the saved form to **CARVTA@GMAIL.COM***



CaRVTA Code of Conduct - 2022

Members of the Board of Directors will receive a copy of the **Code of Conduct** upon nomination and must sign the code prior to installation. An Officer or Director who has concerns regarding compliance with the Code of Conduct should raise those concerns with the President or the Nominating Committee. In the extremely unlikely event that a waiver of this code for an Officer or Director would be in the best interest of the organization, it must be approved by the unanimous vote of the Board. Officers and Directors will annually sign a confirmation that they have read and will comply with this code.

CONDUCT: Members of the CaRVTA Board of Directors agree:

- To act in the best interests of, and fulfill their obligations to the organization and its constituents and members.
- To act honestly, fairly, ethically and with integrity.
- To conduct themselves in a professional, courteous, and respectful manner.
- To present themselves in a professional manner when representing the organization (i.e., dress should be no less than business casual (no jeans or shorts)).
- To comply with all applicable laws, rules, and regulations.
- To act in good faith, responsibly, with due care, competence, and diligence, without allowing their independent judgment to be subordinated.
- To act in a manner to enhance and maintain the reputation of the organization.
- To disclose potential conflicts of interest and abstain from discussion and voting on any matter, in which the Officer or Director has or may have a conflict of interest.
- To refrain from marketing or promoting in any way, when representing the organization, products or services that are unrelated to the organization's nonprofit or tax-exempt programs.
- To make available to and share with the Board of Directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management.
- To respect the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information.
- To not use information acquired in the course of service for personal advantage.
- To not violate any federal, state, or local laws governing the organization and to understand and adhere with all governing documents applicable to the organization.

COMMUNICATION: Members of the Board of Directors agree:

- Board and staff correspondence should be responded to within three (3) business days unless, otherwise requested sooner.
- Board members should come to meetings prepared for discussion and deliberation.
- Board members should focus all of their attention during the meetings to the topics at hand, and should limit exposure to outside distractions during the scheduled meeting time. Refrain from checking and responding to email, phone calls, etc., that are not related to the meeting.
- Board members are strongly encouraged to participate in optional activities offered at meetings and conferences to network with attendees.
- Board members are encouraged to network, mix and mingle with attendees at meetings and conferences. Avoid cliques or the appearance of cliques.

MEETING ATTENDANCE: Members of the Board of Directors agree:

- To attend all board meetings, including conference calls.
- Board Members shall not have more than one unexcused or two excused absences within a fiscal year from scheduled meetings. Per the organization's bylaws: the President shall preside at all meetings of the Board of Directors.
- To attend all organization conferences, meetings, and events in their entirety, from the first day through the last day.
- Board Members shall not have more than one unexcused or two excused absences within a fiscal year from scheduled conferences, meetings, or events.
- Only the President can excuse an absence.
 - Board Members shall be responsible for notifying the President in advance of any absence. Only absences due to family health emergencies, acts of God, terrorism, etc., will be excused and shall not be counted against the member.
- Only the Past President shall excuse any absences of the President.
- Complimentary registration to organization conferences, meetings, and events, as well as a per diem for attending Board Meetings is determined annually by the Board of Directors.

Member Signature:

Your name in the signature box is considered a valid e-signature

Date:

I

declare the information provided as part of this application or any additional information supplied to the Nominating Committee is complete and correct to the best of my knowledge. I understand that false information or statements made by me may result in denial of acceptance and disqualification of my application. I give permission to the Nominating Committee to verify or otherwise check any information contained in this application. The Nominating Committee may request additional information, as well as an interview.

I certify I have not been convicted in either civil or criminal proceedings as a defendant where there were allegations of medical malpractice, fraud or misappropriation of property or funds.

I understand that all CaRVTA offices are non-paid volunteer positions. Officers and Directors must be able to attend all CaRVTA meetings of the Board of Directors, as well as the Annual General Membership Meeting. Limited travel reimbursement is provided for each Board Meeting, and complimentary registration to association conferences and meetings may be provided.

NOMINEE SIGNATURE:

I agree, should I choose to serve on the CaRVTA Board of Directors, to conduct myself in accordance with the Code of Ethics of the California Registered Veterinary Technician Association, Inc., and adhere to all association policies and procedures.

Member Signature: *Your name in the signature box is considered a valid e-signature*

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EMAIL THE SAVED FORM TO CARVTA@GMAIL.COM***

[California Registered Veterinary Technician's Association](#)



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