



2026-2027 BOARD OF DIRECTORS NON-VOTING AFFILIATE LIAISON APPLICATION

COMPLETED APPLICATIONS MUST BE RECEIVED BY AUGUST 1, 2025 AT 5PM.

Mail to: CCAR, 1870 Olympic Blvd., Suite 200, Walnut Creek, 94596 or Email: gail@ccartoday.com.

The Affiliate Liaison to the Board of Directors plays a vital role in strengthening the connection between CCAR's Affiliate members and the leadership team. This position offers a unique opportunity to represent the voice of our diverse Affiliate community, sharing their perspectives, needs, and ideas directly with the Board. As Liaison, you'll help Affiliates better understand and engage with the Association's goals while supporting a more connected and responsive CCAR. It's a great opportunity to grow as a leader, build lasting relationships, and contribute in a meaningful way to the success and unity of our Association.

METHOD OF ELECTING NON-VOTING AFFILIATE LIAISON

Qualified Affiliate members may submit an application to the Executive Committee for consideration and recommendation to the Board of Directors for approval of the non-voting Affiliate Liaison. The non-voting Affiliate Liaison position will be a two-year term. One non-voting Affiliate Liaison shall be selected.

REQUIREMENTS OF NON-VOTING AFFILIATE LIAISON

1. **Attendance:** The Board of Directors usually meets monthly at a designated date and time. Meetings typically last three to four (3-4) hours. Occasional "special call" meetings may be held to review critical and/or time-sensitive issues. The Affiliate Liaison is expected to attend each meeting and set aside the allotted amount of time to adequately give the proper attention each meeting deserves. The meeting attendance policy defines being 'Present' as attending at least 90% of the duration of the meeting.

Per the Bylaws, absence from four (4) regularly scheduled meetings in one year is grounds for Removal for Cause.

2. **Absences:** At the discretion of the President, excused absences may be allowed when due to Association-related business, or medical or family emergencies.
3. **Directors attending meetings virtually** are to follow all Zoom meeting policies as outlined:
 - a. All CCAR Committee members and New Member Orientation participants are required to activate their video cameras during virtual meetings in order to be visible and confirm that they are fully engaged during the entire session, unless prior approval has been granted from the Chair for extenuating circumstances.
 - b. All CCAR committee members, due to safety, liability, and confidentiality reasons, are not allowed to participate in committee meetings while in a moving vehicle or while in an environment that does not provide for maintaining confidentiality of committee business discussions.
 - c. Attendees must wear appropriate business attire while attending a meeting, whether on Zoom or in person.
4. **Professional Standards/Arbitration:** The Non-Voting Affiliate Liaison is excluded from any and all matters pertaining to Grievance and/or Professional Standards, including annual professional standards training sessions.

PREREQUISITES OF NON-VOTING AFFILIATE LIAISON

1. The Non-Voting Affiliate Liaison must have been an Affiliate Member of the Association for two (2) years immediately preceding nomination.
2. Any member serving as the non-voting Affiliate Liaison must be a member in good standing whose financial obligations to the Association are paid in full.

APPLICANT INFORMATION

Name: _____ Preferred Phone: _____
(Please Print)

Company: _____ Email: _____

Company Address: _____
(Street) (City) (State) (Zip Code)

Date Joined CCAR: _____

ACTIVITIES

a. Committees including Task Forces, Forums, Consulting Groups, etc... *(actual years served and office held, if any)*

b. Chairmanships *(specify name and dates)*

c. Service on Board of Directors *(actual years served and office held, if any)*

d. Community Activities

e. Awards, Designations, Business Affiliations, or any other information that qualifies applicant for position

OPTIONAL: STATEMENT AND BIOGRAPHICAL BACKGROUND

You may provide a brief statement outlining your background, including your involvement with CCAR, participation in community or industry activities, and any relevant experience. You may also wish to share your reasons for seeking the Affiliate Liaison position and what you hope to contribute. If more space is needed, feel free to continue on a separate sheet.

I CERTIFY THE ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND IF SELECTED,
 THAT I WILL SERVE AS THE NON-VOTING AFFILIATE LIAISON.

 Name *(Please Print)*

 Signature

 Date