



board@usetda.org

<http://usetda.org>

USETDA Board of Directors Candidate Application

Please return the completed application to the above email address.

Date _____ (applications are valid one year from date listed)

Name _____
 First MI Last Preferred first name

Contact Information:

Address _____
Phone _____ E-mail _____

Educational Background and Work Experience:

Please submit a current CV/Resume with current and previous education history, work experience, publications/presentations, awards/honors, and reference information.

Do you have supervisor/institutional support to serve on the USETDA Board?

() Yes () No () Will seek if selected as a final candidate, but anticipate support

If no, please explain.

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social). You may skip if you have provided information in CV; please check box below.

() Please refer to CV

Organization	Role/Title	Dates of Service
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Why are you interested in serving on the USETDA Board?

What contributions do you believe you would make as a board member for the USETDA?

Please describe any ETD-related knowledge, interests, and expertise that you possess which could benefit USETDA?

Skills, experience, and interests (Please check all that apply)

- | | |
|--------------------------|--|
| Finance, accounting | Management/organization/administration |
| Membership recruitment | Conference site planning |
| Membership development | Conference program planning |
| Education, instruction | Social Media Outreach |
| Fundraising | Other _____ |
| Sponsorship solicitation | Other _____ |
| Web site development | Other _____ |

Please list any groups, organizations or businesses that you could serve as a liaison to/advocate for on behalf of USETDA.

Please tell us anything else you'd like to share (feel free to include a cover letter with application).

Thank you very much for applying



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Thank you for your interest in serving on the USETDA Board of Directors. The USETDA is continually open to accepting applications from interested candidates; however, you may wish to contact the USETDA prior to completing an application to determine if an opening is anticipated. Applications remain valid for one year from the date of completion. If you have any questions about this application, please feel free to contact us at the email noted above. Please return completed applications to the address noted above.

USETDA is a non-profit organization, formed in 2009, whose mission is to support ETD professionals and ETD programs in the U.S. by enabling and encouraging the establishment of state-wide ETD associations, linking individuals and associations, developing and disseminating information of importance, increasing educational services to ETD programs, increasing ETD program productivity and cost savings, and supporting the expansion of the NDLTD and other international ETD initiatives.

Board members have the potential to serve in a number of areas, as well as to carve out new initiatives, based on their interests, availability, and expertise. Current areas of service include:

- to develop and grow ETD State and Regional Networks
- to assist with the development and growth of the USETDA
- to coordinate annual conference site planning (i.e., soliciting and reviewing conference bids, identifying hotel venues, negotiating rates and amenities with the hotel staff, and helping plan special events)
- to coordinate annual conference program planning
- to develop/identify ETD library, student, and faculty educational materials for the USETDA web site
- to develop communication methods and maintain existing communication efforts among members that span between conference,
- to coordinate ETD certification programs
- to grow member involvement through committees
- to promote research into the policy and practices of US ETD programs
- to assist with hosting/maintaining/improving the USETDA website

Serving as a USETDA Board member will provide numerous opportunities to develop your leadership skills while contributing to the advancement of ETDs in the US and developing wonderful relationships among Board and USETDA members. In return, Board members are expected to participate in board member activities (e.g., monthly conference calls, conference planning, annual conference, board member meetings, etc.). Board members should also expect to serve a minimum of one hour on USETDA board-related activities per week though this may vary based on focus areas and time of the year.

Adapted from Nonprofit Works, www.nonprofitworks.com