



Board of Directors Nomination/Application Fact Sheet

Thank you for your interest in applying to be a candidate for an open seat on the [CMAA Board of Directors](#).

Applications may be submitted by any CMAA member in good standing as defined in Article III, Sections 1(a) and 2 of the CMAA Bylaws.

CMAA recognizes you may have questions like: “How many meetings are there?” or “What about financial support?” or “What does the Board do, exactly?”

We hope you’ll find the answers here. If not, please feel free to [contact us](#).

Roles and Responsibilities

What does the CMAA Board of Directors do?

The Board is the governing body of the association. It makes informed decisions regarding CMAA’s strategic direction, membership categories, dues, the annual budget and [business plan](#), and hiring the President and CEO.

Elected Directors have fiduciary responsibilities to CMAA. These include making decisions in the best interests of CMAA; placing CMAA’s interests ahead of individual or employer’s interests; disclosing any real or perceived conflicts of interest; and keeping confidential any information CMAA determines should be treated as confidential.

What is expected of a voting director?

Act as an ambassador of the Board and CMAA, understanding and promoting the mission, programs, and services of the association.

Attend all board meetings (currently three per year) and the Leadership Summit.

Attend or lead the meetings of all committees or task forces to which they are assigned.

Review the agendas and related materials in advance of each meeting and be prepared for discussion and decision-making.

Submit annual Conflict of Interest Disclosure forms, as well as disclose potential conflicts before and during meetings.

Comply with the [CMAA Code of Professional Conduct](#), the Board Policy Manual (Rules of the Board), and Conflict of Interest Policies.

Fulfill legal and fiduciary responsibilities.

Register for and attend national CMAA events.

Attend CMAA chapter events, particularly within their home regions, and represent the CMAA Board of Directors at these events.

Recruit and develop future association leaders.

Support the [CMAA Foundation](#).

How is the national board different from a regional chapter board?



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The CMAA Board of Directors sets the organization's direction, ensures the necessary resources are allocated to align operational plans with the strategic plan, and provides oversight. The CEO and the staff implement and operationalize those plans.

Chapter Boards, generally, set the policy and direction and then also implement plans and activities to support the Chapter's overall goals and objectives.

Time Commitment

How much time should I commit for each year I'm on the Board?

Attending and preparing for Board meetings?	1.5 days/mtg. x 3
Attending and preparing for committee or task force meetings? ¹	1 meeting/mo.
Attending local/regional Chapter events?	1 event/mo. (avg.)
Attending National conferences?	3 days/event x 2
Attending the Leadership Summit?	2 days/event x 1

NOTE: This does not include travel time.

Financial Commitment

What is the financial commitment for serving on the Board?

CMAA **does not** pay the expenses of its Board members to attend meetings or CMAA national events.

The financial commitment is largely related to attending board meetings and national events:

- Three Board meetings per year: Round-trip travel, hotel, meals, incidentals (NOTE: Two board meetings are held in conjunction with the two national conferences [see below]).
- Leadership Conference: Round-trip travel, hotel, meals, incidentals.
- Spring national event: Registration (Early Bird), round-trip travel, hotel, meals, incidentals.
- Fall national conference: Registration (Early Bird), round-trip travel, hotel, meals, incidentals.
- Regional/Local events: Event registration fees

If I'm on the Board, does my organization have to sponsor national events or exhibit at the national conference?

No. Directors and their employing organizations are not required to sponsor or exhibit at CMAA's national conferences. However, being a sponsor or exhibitor is an excellent, public opportunity to demonstrate your commitment to CMAA.

If I'm on the Board, does my organization have to sponsor chapter events?

¹ This can fluctuate depending on how many committees you serve on and whether you are the chair.



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No. Directors and their employing organizations are not required to sponsor chapter events. However, being a local sponsor demonstrates your support of CMAA at the local level.

Application/Nomination

What should I include in the Personal Statement/Statement of Interest?

This is your opportunity to share your perspective and interests for serving on the Board of Directors. It is a good practice to reflect the [vision and mission of CMAA](#) and to demonstrate how you can contribute to the Board's deliberations and activities.

Do I have to have a [CMCI](#) credential (i.e., CMIT, CACM, or CCM) to be on the CMAA Board of Directors?

No. You are not required to have any credentials or professional registrations to serve on the CMAA Board of Directors. However, pursuing a credential during your service is an excellent way to demonstrate your commitment to professional growth and the profession.

Why does CMAA need a letter of support from my employer and what should it say?

The letter of support does two things:

First, it is a tool by which you can ensure your employer will provide you with the time to participate fully and the financial support to attend board meetings and national events.

Second, it provides CMAA with assurance that you and your employer understand that CMAA does not pay the expenses of its Board members.

Sample Text:

Dear CMAA 2024 Nominating Committee,

We/I understand [Your Name] has applied for an open seat on the CMAA Board of Directors. If they are nominated, their first three-year term will run from October 2024-October 2027; they will be eligible to serve a second three-year term through October 2030.

I understand that CMAA does not pay the expenses of Board members to attend meetings or CMAA national events.

This letter serves to affirm that [Your Name] will receive the financial support and time to participate and meet the obligations of serving on the CMAA Board of Directors from [employing organization].

Sincerely,

[Name of Person signing for the organization]

If you are self-employed or plan to use personal financial resources, please include a brief, signed statement stating that you understand CMAA does not pay the expenses of its Board members.

Who reviews the applications?

First, all applications are reviewed by the staff to ensure that applicants meet the criteria for being a member in good standing.



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Next, the applications are reviewed by the Nominating Committee. This committee is responsible for selecting the candidates who will be nominated for election.

What does the Nominating Committee look for when recruiting new directors?

Each year the Nominating Committee identifies the characteristics and perspectives needed to ensure that the Board reflects the membership, the profession, and the industry. Generally, the Committee seeks members interested in volunteering their time and talent to support the vision and mission of CMAA and to advance the association.

I live and work outside the U.S., can I still apply?

CMAA welcomes the perspectives of all members regardless of where they live and work. That said, CMAA does not host virtual or hybrid Board meetings, except under special circumstances. You would be expected to attend board meetings and the Leadership Summit in person.

I am currently serving on the board of my CMAA Regional Chapter, can I still apply?

Current, **voting** members of Chapter Boards of Directors **cannot** serve on the national Board of Directors concurrently. This is a conflict of interest.

We hope you will apply once your term on the Chapter Board has ended.

I am currently serving on the board of another, related professional organization, can I still apply?

Yes. You will be asked to disclose the name of the organization and your role in its governance on your annual CMAA Conflict of Interest disclosure form.

You may also have to recuse yourself from decisions made by the CMAA Board of Directors if there is a potential financial or reputational impact on either organization.

How long does it take to know whether you've been nominated?

It can take as long as 8-10 weeks after the deadline for applications before the Nominating Committee completes its review and makes a final decision on the slate of candidates for the coming election. You will be notified of their decision regardless of the outcome.

If I am not selected this year, can I apply again next year?

Of course! It is not unusual for someone to apply more than once before being selected. The Nominating Committee reviews and alters its priorities for recruiting each year.

Additional References:

CMAA Bylaws

[CMAA Statement of Values](#)

[CMAA Strategic Framework](#)

[CMAA Position Statements](#)

[FY24 CMAA Business Plan](#)