

California Association of Directors of Activities  
**Notice of Intent to Run for Area Coordinator**  
**Area: B, D or F (Circle one) Term: 2020-2022**

**Area Coordinator Job Description (BP 5)**

The Area Coordinator shall:

- Serve as a voting member of the CADA Board.
- Attend all Board meetings.
- Submit a written report of area activities at each Board meeting.
- Update and maintain all area electronic documents a minimum of one time a year in January.
- Develop and submit an annual area budget.
- Organize and supervise area meetings and elections at the State Convention in accordance with the bylaws.
- Work with Area Council members.
- Oversee the selection of Area Award recipients.
- Organize the area-table for the State convention.
- Maintain communication between Board and area membership.
- Attend the annual convention.
- Coordinate and facilitate regular Area Council meetings throughout the year.
- Develop and support area activities.
- Coordinate communications with Area Council and membership.
- Organize and facilitate Area Conferences.
- Coordinate appointment of Assistant Area Coordinator.
- Facilitate the creation and implementation of at least three area goals per year

**Qualifications to run for Area Coordinator (BP 6.2)**

- After serving one (1) full year on the Area Council, all council members (elected and appointed) are eligible to run for the position of Area Coordinator
  - Former council members are eligible to run for Area Coordinator up to and including five (5) years after leaving the council.
  - The immediate past president or the designee assigned by the president is responsible for running the election process if the Area Coordinator is up for re-election.
  - Elections shall occur on the following cycle; even years-Area B, D, F; odd years-Area A, C, E and G.
  - The intent to run form will be sent out by the Immediate Past President by December 1st. and will be due to the immediate Past President or designee assigned by the president by January 1st.
  - Candidates running for Area Coordinator will be notified that they will stay at the convention site through the post convention board meeting.. The CADA immediate past president (or designee assigned by the president) will arrange for the candidates final night's expenses to be paid for by CADA.

I hereby wish to declare my intent to run for Area \_\_\_\_\_ Coordinator. I understand the job description as stated above and if elected I will do my best to represent and manage my area.

Name: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Please submit this form no later than **January 1, 2020**  
Email Intent to run to [dweiss@cadaboard.org](mailto:dweiss@cadaboard.org)