

**California Association of Directors of Activities Notice of Intent  
Area - A B C D E F G (Circle One) Coordinator 2019-2021**

**Board Policy 8.2 Area Coordinator Pool**

- 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 supervisor of elections is responsible for running the election process if the Area Coordinator is up for re-election (appointed by the Board)

**Board Policy 14.6 Area Coordinator Job Description.**

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.
- Develop and submit an annual area budget.
- Organize and supervise area meetings and elections at the State Convention in accordance with bylaws for:
  - Area Coordinator (if running for reelection, a supervisor for area elections will be appointed by the Board, the letter of intent needs to be sent to the Past President)
  - Area Council members.
  - Area Award recipients.
- Organize the area reception 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.



I hereby wish to declare my intent to run for **Area - A B C D E F G (Circle One)** Coordinator. I understand the job description as stated above and if elected will to 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 **February 1, 2019**

Email: [kfairman@cadaboard.org](mailto:kfairman@cadaboard.org)