

APPENDIX 1

GUIDELINES FOR WRITING BACKGROUND/EXPERIENCE AND POSITION STATEMENT

Statements will be given full consideration as long as they meet the guidelines for biographical background/position statements. Keep in mind that potential candidates should state their positions and opinions about issues regarding the future of the organization. Any facts that are cited must be verifiable.

1.0 Suggestions for Biographical Background Information:

- Organize the information into four categories: professional experience, APA California experience, community involvement, and education.
- List information in each category in reverse chronological order (most recent experience first).
- Present information in a list, rather than in full sentences, when appropriate.

This approach works well for three reasons. A lot of information can be squeezed into relatively few words, leaving more room for the position part of your 600-word-total background/position statement. The format helps voters because it focuses on the highlights of your career. Finally, it provides a place to note prior experience in managing or serving on the board of an organization.

2.0. Suggestions for Position Statements:

- Focus on issues that impact the future of the organization.
- Verify any and all facts that are stated.
- Use bullet statements to consolidate your thoughts in a more concise fashion, when appropriate.

3.0 Submission Requirements:

1. Submit two electronic copies of your biographical background/position statement in MS Word or similar format; one copy without any formatting such as bold face, italics, underlines or bullets, and another copy indicating where you wish such emphases to be placed. The appearance of the emphasis will be made uniform from statement to statement. Your notations will let the editors know where, if at all, you want any emphasis to go.
2. Submit a current digital photograph of yourself, if you would like to include a picture on your candidate webpage and official ballot. Details on the photograph are in *Policies and Procedures*, Section 4.2.
3. Finally, be sure to proofread your statement. The Nominating and Election Committees shall make appearance uniform among all statements, but they will NOT correct spelling and grammatical errors or typos contained in the statements.