

## **Appendix 1:**

### **GUIDELINES FOR WRITING BACKGROUND/EXPERIENCE AND POSITION STATEMENT**

The following guidelines for biographical background/position statements will help ensure that statements are given full consideration by the nominating committee. 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 five categories: professional experience, APA California experience, experience specific to position roles and responsibilities, 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
- Focus on qualifications that demonstrate your leadership and skills specific to the position
- 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 3.2.
3. Finally, be sure to proofread your statement. Appearance will be uniform among all statements, but spelling, grammatical errors or typos contained in the statements will NOT be corrected.