

SAMPLE CSBA GOLDEN GAVEL AWARDS

BOARD MEMBER OF THE YEAR ONLINE APPLICATION

Please prepare your answers, and documents in advance. When you are ready, you can copy and paste your answers into the fields of the application form.

SELECT THE DISTRICT/COE

(YOU WILL CHOOSE YOUR DISTRICT OR COE FROM A DROP-DOWN LIST)

NOMINATOR INFORMATION

The nominator is responsible for submitting the entry form and can answer nomination-specific inquiries during the summer. All information will be mailed and addressed to this person below:

FIRST NAME
LAST NAME
TITLE
PHONE
ADDRESS
EMAIL ADDRESS
HOW LONG HAVE YOU KNOWN THE NOMIEE ____ YEAR(S)
RELATIONSHIP TO THE NOMINEE

NOMINEE INFORMATION

Please provide the name of the board member being nominated for Board Member of the Year Award.

FIRST NAME
LAST NAME
TITLE
PHONE
ADDRESS
EMAIL ADDRESS

NOMINEE ACTIVITIES

It is recommended to prepare your answers ahead of time and then copy and paste them into the appropriate section.
NOTE: *Make sure your answers do not exceed the designated word count of 250 words per section.*

1. **Local Activities:** please list out all local activities your nominee has or currently participates in.
2. **State-wide Activities:** please list out all state-wide activities your nominee has or currently participates in.
3. **National Activities:** please list out all national activities your nominee has or currently participates in.

4. CSBA Activities (mark all that apply):

- Annual Education Conference
- Board President's Training
- Committee Service
- Delegate
- Governance Consulting Services
- Board Self Evaluation
- Institute for New and First Team Board Members
- Leadership Institute
- Legislative Action Day
- Masters in Governance
- Orientation for New Trustees
- PAC Events
- Road Shows
- CSBA Online Learning Center
- Other

NOMINEE NARRATIVE

It is recommended to prepare your answers ahead of time and then copy and paste them into the appropriate section.

NOTE: *Make sure your answers do not exceed the designated word count of (limit to 250 words or less) per section.*

- 1. Length of service** (in years)
- 2. Why Deserving of Honor:** in no more than 250 words, provide a short description of why your nominee is deserving of the Board Member of the Year Award?
- 3. How Nominee Exemplifies:** in no more than 250 words, write out how your nominee exemplify best practices in effective governance and boardsmanship?
- 4. Significant Contributions:** in no more than 250 words, please describe significant contributions which the nominee has made within the last five years, with an emphasis on work accomplished within the last twelve months of service?

UPLOAD DOCUMENTATION

Detailed Description of the Nominee:

Please provide a complete description of the nominees' defining attributes as a board member and be sure to address all of the following topics:

- Understand their role and follow through on their responsibilities.
- Focus on learning and achievement for all students.
- Value, support, and advocate for public education.
- Participate in local, CSBA, state and/or national education activities.
- Support the board's adopted Bylaws and Policies.
- Recognize and respect differences of perspectives and style on the board and among staff, students, parents, and the community.
- Act with dignity and understand the implications of demeanor and behavior.

- Adhere to established communication protocols and keep confidential matters confidential.
- Participate in CSBA professional development and commit to ongoing education to be an informed and effective leader.
- Understand the distinctions between board and staff roles, and refrain from performing management functions that are the responsibility of the superintendent and staff.
- Understand that authority rests with the board as a whole and not with individuals.

NOTE: Upload the documents in PDF format, not to exceed one page in length, double-spaced, in Times New Roman, and font size NO smaller than 12-point font.

Please Click the “upload” button to upload nominee description.

SIGNATURE

- By checking this box, I, the nominator, certify that the information in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the California School Boards Association to contact my board for verification of this information as necessary. I affirm that the **Board President, or the Vice President, and Superintendent** have authorized this nominee, with the majority of the Board, to be considered for Board Member of the Year.

GOLDEN GAVEL: BOARD MEMBER OF THE YEAR ENTRY CHECK LIST

Please review carefully all instructions for submitting entries and ensure that:

- The nominee is operating in a current California public school board member from a District or County Office of Education.
- The nominee’s Local Education Agency (LEA) must be a current CSBA member at all times during the nomination and award process.
- A one-page nominee description, double-spaced, in 11-point font has been uploaded in PDF format.

The official entry form must be submitted by **midnight on Friday June 28, 2024** and has the required box checked affirming that the Board President, Superintendent and Curriculum Director have authorized this program to be considered for the Board Member of the Year Award.