

CSBA Golden Gavel Awards – Board Member of the Year

Sample Nomination Form

Please prepare your answers and documents in advance. When you are ready, you can copy and paste your answers into the fields of the nomination 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 Number:
- Address:
- Email Address:
- How long have you known the nominee: ____ year(s)
- Relationship to the nominee:

Nominee Information

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

- First Name:
- Last Name:
- Title:
- Phone Number:
- Address:
- Email Address:

Nominee Activities

Prepare your answers ahead of time and then copy and paste them into the appropriate section.

NOTE: *Do not enter your answers as bullet points or in a list format. Please enter the answers as sentences.*

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

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 character count of 1,500 characters (with spaces) per section.*

- **Length of service** (in years):
- **Why deserving of honor:** in no more than 1,500 characters (with spaces), provide a short description of why your nominee is deserving of the Board Member of the Year Award?
- **How the nominee exemplifies:** in no more than 1,500 characters (with spaces), write out how your nominee exemplifies best practices in effective governance and boardsmanship?
- **Significant contributions:** in no more than 1,500 characters (with spaces), 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

Nominee Attributes: please provide a complete description of the nominee's 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, in Times New Roman, and font size NO smaller than 12-point font.*

Please click the “upload” button to upload nominee attributes.

Signature

- By checking this box, I, the nominator, certify that the information in this nomination 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 Attributes document, in 12-point font has been uploaded in PDF format.

The official entry form must be submitted by **midnight on Friday June 27, 2025**, 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.