



**Please read the following before submitting your application.**

Board members estimate that service to the organization requires approximately two to four hours a week of meetings and work between meetings, depending on their role on the board of directors. This includes an initial orientation meeting just before your term begins, board committee Zoom meetings, virtual and in-person quarterly board meetings, required attendance at the EMDRIA Conference, and typically one, but possibly two, strategic planning meetings during your 4-year term.

Please note that all EMDRIA Board members automatically serve as members of the Board of Trustees for the EMDRIA Foundation during their term. This dual role allows board members to support both the association's operational goals and its philanthropic mission through the Foundation.

Ideal candidates should be able to focus on broad organizational goals and objectives while setting aside personal or individual professional interests. They should have a clean record of ethical practice free of legal ambiguity, and good standing.

**Questions to be Considered Before Applying to Run for an EMDRIA Board Position**

- Do I have sufficient time and flexibility in my personal and professional schedule to fulfill the expectations of a Board member, such as becoming knowledgeable about all EMDRIA programs and projects?

*Becoming a Board member requires a significant time commitment and flexibility to schedule board meetings and committee meetings. On average, board membership requires about 10 hours a month along with 4 quarterly weekend board meetings a year – two in-person and two virtual. One Board meeting is scheduled in conjunction with the conference or summit. Board members are required to attend the conference or summit. Board Committees typically meet virtually once a month; you will be assigned to at least two committees.*

- Am I prepared to accept a Board seat and become a leader within EMDRIA?

*Leadership within EMDRIA not only requires you to fulfill your obligations but also become an ambassador for the association and work toward the advancement of the vision and mission of the organization.*

- Am I prepared to objectively address issues that come before the Board with a balanced perspective?

*A significant part of being a board member is being able to be objective about issues that are impacting the association. This can become challenging due to our own personal and professional investments.*

- Do I have a concern for the general welfare of the Membership as well as an interest in the advancement of EMDR?

*Being a board member is being in service to the membership of the association. We are highly committed to the welfare of the membership and the advancement of EMDR therapy. We make decisions through that lens and consider the expansive diversity of our membership.*

### Other Questions to Consider:

- Do I really believe in EMDRIA and what it stands for and what it is attempting to accomplish?
- Am I supportive of the leadership of the organization?
- Am I prepared to actively support EMDRIA's commitment to anti-racism, its policies on diversity, equity and inclusion, and its policies regarding Sexual Orientation Change Efforts (SOCE)?
- What assets would I bring in terms of my experience, abilities, interests, resources, and relationships?

### Basic Responsibilities of Non-Profit Board Members

- **Determine the organization's mission and purposes.** The Board should periodically review the adequacy, accuracy, and validity of the organization's written Mission Statement.
- **Select the Executive Director.** The Board should establish clear objectives for the position, clarify its own functions as distinct from those of the Executive Director, and provide a clear job description.
- **Support the Executive Director and review their performance.** Only from the Board can the Executive Director find the moral and substantive support that is consistently needed.

- **Ensure effective organizational planning.** Board members must be extensively involved in the planning process to ensure the support of and commitment to the organization's plans.
- **Ensure adequate resources.** An organization is only as effective to the degree it has resources to meet its purposes. Providing adequate resources is first and foremost a Board responsibility.
- **Manage resources effectively.** Traditionally, boards fulfill this responsibility through the development and approval of the annual budget. This responsibility should not be delegated solely to the EMDRIA Board or Finance Committee.
- **Determine and monitor the organization's programs and services.** The Board must decide among competing priorities to best fulfill the organization's stated mission and purposes. Seek balance between quality and cost-effectiveness.
- **Enhance the organization's public image.** The Board serves as a link between the organization's staff and its constituents and public. Timely and informative communication through the media and to public and professional groups is essential.
- **Serve as a court of appeal.** Despite solid practices and procedures, there may be times when the full Board's judgment is required to provide guidance, resolve disputes, or demand corrective action by any individual (paid or volunteers) involved in the governance of EMDRIA.
- **Evaluate its own performance.** Examine how the Board's membership composition, member selection process, structure, and overall performance can be strengthened.

## What EMDRIA Can Expect from Board Members

### GENERAL EXPECTATIONS

#### A Board Member needs to:

- Serve in a cooperative and congenial manner with fellow Board members and staff toward the building of unity and efficiency and toward the completion of projects and tasks.
- Conduct one's personal and professional life in a manner that generates a good reputation among Board members and constituents and represents a model of excellence before the Membership.

- Work toward unity during the process of decision-making, always negotiating differences in a manner keeping with good professional practice and sound business procedures.
- Develop a sense of caring for other Board members and the Membership of EMDRIA who are in need of being heard and having their ideas and concerns represented within a context of respect and openness.
- Engage in creative participation in the generation of ideas, programs and long-range planning. This is the basis of the future growth of the organization.
- Exercise good judgment on issues of policy without undue regard for pressures or opinions to the contrary.
- Be an ambassador to the supporting constituency, sharing with them the needs, concerns, opportunities and developments of EMDRIA.
- Come to each meeting with the following: a) a prepared and questioning mind; b) a spirit of cooperation and goodwill; c) a breadth of vision and wish to do something constructive for EMDRIA and its membership; and d) a concern for the general public and consumers utilizing psychological services, whether that be in the private or public practice environment or the educational or business environment.

## **SPECIFIC EXPECTATIONS**

### **A Board Member needs to:**

- Attend all Board meetings and meetings of Committees on which you serve.
- Study the organizational structure, services and programs of EMDRIA and understand how it works on behalf of the Membership.
- Be willing to accept a specific assignment and work toward the overall success of the organization through Board functions and specific committees or tasks.
- Bring to all Board meetings papers and materials relevant to your role on the Board.
- Establish and maintain a personal EMDRIA filing system of all important documents. Board members should keep the files current and be prepared to pass on these documents to the next person who will hold your position.
- Should there be a need to terminate a Board term prematurely, this should be done in a timely manner with as little disruption to the flow of business as possible. A termination might be for personal reasons, professional factors, or the fact you can no longer

support EMDRIA as an organization or its leaders. It is important to the organization that an effective successor be appointed to fulfill your term of service.

This is an important commitment for you and for EMDRIA. The Officers and Board Members are responsible for guiding the organization as we work towards fulfillment of our mission statement.

**SUBMISSION DEADLINE:** March 1, 2025

#### **NOMINATION & ELECTION TIMELINE**

- March 1: Deadline for Nomination Applications
- March 18: Deadline for leadership team to review and rank finalists moving on to interviews
- March 18 - April 25: Interviews of finalists conducted and references contacted
- April 29: Deadline for determining final slate of candidates for election ballot
- May 1: Slate of candidates notified
- June to August: Board of Directors Election (60 days)

#### **QUESTIONS?**

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