



Christian Business Faculty Association

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**Call for Nominations/Volunteers
CBFA Board of Directors – Appointed Directors**

The CBFA Board of Directors is soliciting nominations for two appointed positions on the CBFA Board. Position descriptions are included on the following pages.

- Director of Publications
- Secretary

Self-nominations or nominations of others are encouraged. Nominees should include a vita and a completed fact sheet (included with this call for nominations).

The Nominating Committee will review the nominees and recommend candidates to the Executive Committee of the Board of Directors, which recommends a finalist for the position for approval by the elected directors. Appointed board members assume office upon appointment (normally at the board meeting near the close of the annual conference). Appointed board positions have three-year renewable terms.

Nominees should email a current vita and the completed fact sheet to the Chair of the CBFA Nominating Committee, [Dr. Scott Quatro](#). Materials must be received by June 26, 2017.



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Director of Publications

Job Description

Purpose

To serve the membership of the CBFA and to extend the Christian business education literature by coordinating and advancing the publications of the CBFA.

Qualifications

- Member in good standing with the CBFA
- Strong record of scholarly contributions including CBFA conferences and publications
- Significant experience in the process of scholarly review and editing
- Ability to work closely with the CBFA Board and its associated committees
- Strong relational, organizational and communication skills

Selection Process

Candidates are vetted by the current Director of Publications and selected by the elected members of the Board of Directors.

Term of Service

The Director of Publications serves a three-year term, and can by consent of the CBFA Board serve multiple terms.

Authority

- The Director of Publications is a non-voting, appointed member of the CBFA Board and represents the board on issues related to publications.
- The Director of Publications is empowered by the Board to exercise supervisory control over the editors of the CBFA's various publications, including issues related to both editorial policies/decisions and legal and financial commitments.

Duties

- Maintain and update the journal websites: <https://cbfa-jbib.org/> and <https://cbfa-cbar.org/>
- Enhance the visibility of the Christian Business Faculty Association through its publications
- Work closely with JBIB and CBAR editors to develop editorial policies and processes, promote manuscript submission, and facilitate the printing and distribution of publications in a timely, efficient and effective ways Promote the widening visibility and penetration of CBFA publications in both existing and new markets
- Promote greater participation by CBFA members in scholarly publishing activities



CBFA Board Secretary Job Description

Purpose

Maintain the membership database, all organizational records of the Christian Business Faculty Association including minutes of any official meetings, and coordinate communications with the membership.

Qualifications

- Member in good standing with the CBFA
- Excellent organizational skills
- Newsletter editing skills
- Web skills
- Strong communication and relational skills
- Ability to work closely with the CBFA Board and its associated committees

Selection Process

Selected by the CBFA Executive Committee and approved by the Board

Term of Service

- The Secretary serves a three-year term.
- The Secretary may serve additional consecutive three-year terms at the discretion of the Board of Directors.

Authority

- The Secretary is a voting member of the CBFA Board and represents the board on issues related to organizational record keeping
- The Secretary maintains the membership database
- The Secretary serves as editor of the CBFA Newsletter and coordinates communications with the membership

Duties

- Maintain and provide minutes of all official CBFA Board and business meetings, including an annual report of the minutes to the CBFA membership at the annual conference
- Provide operational records to the financial oversight committee for annual review
- Functions as the database administrator
- Functions as the newsletter editor
- Oversee the role and activities of the virtual communications administrator

CBFA

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CBFA Board Personal Fact Sheet

If you are interested in serving the CBFA membership through an appointed board position on the CBFA Board of Directors, please respond to the following questions and send us a copy of your vita. Your answer and vita will be reviewed by the CBFA Board.

The Chair of the Nominating Committee must receive your materials on or before June 1. You can email them to [Dr. Scott Quatro](#).

- 1) Are you willing to serve and, as far as you know, are you able to serve for the next three years? (If your answer to this question is “No”, it is not necessary to complete the rest of the questionnaire). Note: Your institution must be willing to support you in this role by sending you to the annual conference (and a few days before for the Fall board meeting) and to the mid-year board meeting. Some lodging and food expenses are covered by the CBFA budget, but you will need institutional support for travel and for the time needed to serve in the position.
- 2) How long have you been a member of the CBFA?
- 3) What has been the primary value of the CBFA to you during these years?
- 4) How many other faculty members from your institution have served on the CBFA Board?
- 5) What has been your involvement in/contribution to the CBFA in the last 5 years?
- 6) What changes or improvements would you like to see in the CBFA?
- 7) Do you have a vision for the CBFA? If so, please elaborate.
- 8) What other business or academic organizations are you a member of? What offices have you held?
- 9) What are your teaching, researching, and/or consulting interests?
- 10) Please tell us about your involvement in your community and church.
- 11) What roles of leadership have you held in your institution?
- 12) What particular skills and experience do you bring to this appointed board position?