



Certification Council for Professional Dog Trainers®

Call for Board Member Candidates

Current CCPDT Board Openings

There are several positions open on the CCPDT Board of Directors. The CCPDT Board Members serve a two (2) year term and may be elected to up to five (5) additional two (2) year terms. *Please note: The CCPDT needs working members who have sufficient time and energy to commit to this very active group!*

The open positions must be filled by CCPDT certificants with the exception of the following two (2) positions:

- One (1) public member. This will be a person with all of the requisite skills and abilities but who is not a certificant and who is not a professional animal trainer or behavior consultant.
- One (1) veterinarian member. This will be a person who is a DVM and may or may not be a certificant.

CCPDT Board Member Duties

The CCPDT Board Members must be able to regularly participate and contribute to The CCPDT business. Estimated time required is approximately 8 to 10 hours per week. Specific duties:

- Support and promote The CCPDT's mission.
- Actively participate in The CCPDT's strategic plan.
- Actively participate in policy making.
- Respond to regular email communications which may require document review and feedback.
- Participate in monthly scheduled conference calls or in twice monthly conference calls during times when the Board is at peak work load. Monthly calls are held on the second Thursday of each month from 4-6pm eastern time.
- Participate in scheduled, in-person CCPDT meetings including the annual Board meeting which is held in May and will typically require travel (expenses reimbursed).
- Represent The CCPDT in a professional manner.
- Initiate and participate in fundraising activities.
- Be a member or Chair of at least one (1) CCPDT Committee; or represent the CCPDT by staffing our booth in at least six (6) days of trade shows per year (expenses reimbursed); or be an Executive Officer for the Board.

CCPDT Board Member Qualifications

- With the exception of the public member and veterinarian, is a certificant.
- Is up-to-date with the most recent canine behavior research and training methods.
- Agrees with and supports The CCPDT's mission statement, goals and objectives, and strategic plan.
- Thinks creatively and possesses the ability to initiate activities targeted to the growth and development of The CCPDT.
- Has strong collaborative skills with the ability to work in a team environment where the majority rules and to work independently and with ambiguity as needed.
- Can meet deadlines and be an active participant on The CCPDT Board.
- Has strong interpersonal skills, writing skills and working knowledge of computers including email, Word, Excel and the Internet.
- Has daily access to email as most CCPDT business is conducted by email.
- Can travel to scheduled CCPDT meetings up to two times per year (expenses reimbursed).
- Ideally, the candidate will bring a diverse background to the table with experience not only in dog training and/or canine behavior but in other areas as well. Desired areas include, but are not limited to: accounting or bookkeeping; veterinary medicine or veterinary technician experience; publishing, writing, or editing experience; a marketing or advertising background; experience with website development and optimization; a background in social work, psychology, or medicine.

Conflict of Interest Policy and Code of Conduct

The CCPDT Board Members are required to sign the Conflict of Interest Policy and the Director's Code of Conduct and, at a minimum, disclose any potential Conflicts of Interest annually.

Application Instructions

If you are interested in serving on The CCPDT Board, please submit the following:

1. A completed Candidate Application.
2. Business resume, curriculum vitae, or short biographical summary.
3. Letter of intent stating your interest and specific ability to contribute in a position on The CCPDT Board of Directors.

All application packages must be submitted by email to Volunteer@ccpdt.org.



Certification Council for Professional Dog Trainers®

Candidate Application Form

Name of Candidate:

Address:

Type of Certification(s): CPDT-KA CPDT-KSA CBCC-KA CBCC-KSA NONE

Certification Date:

Daytime Phone:

Evening Phone:

Cell Phone:

Fax:

Email:

Why would you like to serve as a Board Member for The CCPDT?

How would you like to see The CCPDT serve its certificants?

How do you see this CCPDT advancing the standardization and professionalism of dog trainers and canine behavior consultants? Please explain your views.

Please provide a brief description of your professional duties in your current canine related employment position.

How long have you been working with animals?

Do you have a background in specialized fields such as accounting, writing, publishing, finance, medical, social work, veterinary medicine, law or marketing? If yes, please explain.

Do you have experience serving on or working with Boards of Directors or committees? If yes, please explain.

Please explain other business positions that you feel may be relevant or serve you in your position as a member of the Board of Directors.

What special skills and/or abilities would you bring to The CCPDT?

Please visit The CCPDT’s website at www.ccpdt.org and review the Board’s current Bylaws, Conflict of Interest Policy, Code of Ethics, and Nondisclosure Agreement. Are you involved with any matters that represent actual, apparent, potential or perceived conflicts of interest in your service to The CCPDT? If yes, please explain in detail on a separate sheet.

Education

	Degree	Year	Major	Name of Institution
High School				
Baccalaureate				
Masters				
Advanced				
Other				

Signature: _____ Date: _____