



California Paraoptometric Section Board Member Responsibilities

The mission of the California Paraoptometric Section is to promote the paraoptometric profession throughout the state by providing education, communication, fellowship and community service. CPS is affiliated with the California Optometric Association and offers section membership to optometric assistants, technicians, staff and opticians who are dedicated and committed to furthering the professional goals of paraoptometricians throughout the state.

A CPS Board member is an appointed position by the COA Board of Trustees.

To be considered for a board position on the California Paraoptometric Section, the candidate should:

- Be a California Paraoptometric Section member in good standing
- Currently employed as a paraoptometric (optometric assistant, technician, staff member or optician)
- Submit a resumé or CV, with a letter of intent stating reason why you are applying for a board position and what you feel you can contribute

The following outlines the time commitment and activities for someone serving on the CPS board.

1. Conference Calls

Attend conference calls to discuss CPS business once per month for a duration of one to one and a half hours.

2. Meetings & Conferences

- a. May need to attend at least one in-person meeting at the COA office in Sacramento per term year.
- b. Volunteer at COA conferences (Monterey Symposium and OptoWest) to represent CPS.
- c. In order to be reimbursed or comped for registration fees at COA conferences (such as OptoWest or Monterey Symposium), 40% or more of time on site must be dedicated to CPS business or promotion.
- d. May participate in COA governance events at own expense (e.g. House of Delegates, Presidents' Council, etc.)

3. Magazine Articles

Contribute articles to CPS Update section of *California Optometry* magazine, COA's bi-monthly member publication.

4. Member Follow-up

May need to make follow-up phone calls or e-mails to CPS members or peers regarding CPS activities.