



Distinguished Board Member Certification Documentation of Activities In Leadership, Advocacy and Presentations

Name _____

District _____

INSTRUCTIONS:

1. To receive Distinguished Board Member certification, you must complete all requirements in the Application for Distinguished Board Member Certification located on the MSBA website under Board Training.
2. To receive credit toward Distinguished Board Member certification, participation in at least eight activities from at least two of the three categories must occur within the most recent three consecutive years of your board service unless otherwise noted.
3. When completing the form, type your responses into the answer boxes. The box will expand to allow as much space as you need. Save a copy of the document so that you can mail it or print and mail it to MSBA. If you prefer to write your answers, provide them on a separate sheet of paper.
4. Check the box(es) below to indicate the activities you have completed. You may submit a form as you complete an activity, or submit all at one time with your Distinguished application form.
5. Provide the required information, attachments and/or signatures.
6. Return the completed form and any attachments to MSBA.

Leadership Activities

- I served as **MSBA Board of Directors** representative and attended the entire meeting for at least 75% of the BOD meetings held during the period of the Distinguished CBM application.

In what ways did you contribute to the leadership of MSBA?

How did serving on the BOD help you in your local board service?

- I fulfilled the responsibilities as an **officer of my local board** (President, Vice-President, Secretary, Treasurer) for at least one full year.

What was the most challenging aspect of being an officer on your board?

What was the most rewarding?



I served as **Regional Executive Committee Chair** for at least one year and participated in at least 75% of the REC/RAC meetings/conference calls held during the period of my Distinguished CBM application.

As REC Chair, what did you learn about MSBA governance, services or programs?

What strategies did you use to increase regional participation in MSBA events, services and programs?



I served as **regional representative** on the MSBA Advocacy, School Resources or Leadership Development committee for at least one year and participated in at least 75% of the meetings held during the period of the Distinguished CBM application.

What is the purpose of the committee?

How did serving on this committee help you in your local board service?



I represented MSBA on a special committee or work group and participated in at least 75% of the meetings held during the period of the Distinguished CBM application.

Name of committee and/or purpose:

Dates of committee meetings:

Dates you attended:

Committee chair or sponsor verification of attendance (or copy of minutes reflecting date and attendance):

Describe how participation in this committee was helpful to you as a board member, to your board/district, and/or MSBA:

- I participated in at least 75% of the **local board appointed/approved committee meetings** for which I am a member. *Provide minutes of the meetings. If minutes do not reflect your attendance, obtain signature of committee chair or board president to verify your attendance.*

Name of committee and/or purpose:

Dates of committee meetings:

Dates you attended:

Committee chair verification of attendance:

Describe how this committee was helpful to your board and/or district.

Advocacy Activities

- I participated in at least two of the three MSBA **Legislative Forums**, including interaction with legislators.

What issues did you discuss with legislators?

In what way(s) are these issues important to your board/district?

- I served as the **MSBA Delegate** for my district at least one year and participated/voted in both of the Delegate Assembly opportunities during my term as a delegate.

How did you prepare for Delegate Assembly?

What were the three most significant Delegate Assembly decisions that were made during your term? Why do you think so?

I corresponded with local, state and/or national elected officials in alignment with the annual MSBA platform for public education. *Attach copy of correspondence.*

I participated in at least one **MSBA Federal Relations Network (FRN)** opportunity.

Indicate with whom you visited:

What issues did you discuss?

In what way(s) are these issues important to Missouri public education, your board and/or your district?

I participated in a regional/community advocacy group and used the information to inform my board colleagues and/or communicate with legislators.

Name of the advocacy group:

Dates of meetings:

Dates you attended:

Describe how you used or shared the information to educate your board colleagues and/or legislators.

Presentation Activities

I made a presentation related to a district and/or board practice/program at the **MSBA Annual Conference**. *Include presentation file, handouts and/or program with your name listed.*

Date of conference presentation:

Title of presentation:

I made a presentation related to a district and/or board practice/program at an **MSBA Regional Meeting**. *Include presentation file, handouts and/or program with your name listed.*

Date of regional meeting presentation:

Title of presentation:

I made a presentation related to a district and/or board practice/program at the **MSBA Leadership Summit**. *Include presentation file, handouts and/or program with your name listed.*

Date of Leadership Summit presentation:

Title of presentation:

I made a presentation related to a district and/or board practice/program at the **National School Boards Association (NSBA) Conference**. *Include presentation file, handouts and/or program with your name listed.*

Date of NSBA presentation:

Title of presentation:

I made a presentation related to a district and/or board practice/program to a **local civic club/organization, educational organization, media outlet or another school board**. *Include presentation file/ handouts and the agenda/program with your name listed.*

Date of presentation:

Organization:

Topic of presentation:

Why was this topic important to share with the organization?

Mail, fax or email the completed form and attachments at the time of completion or all at once to:
Leadership Development Department, Missouri School Boards' Association, 2100 I-70 Drive Southwest,
Columbia, MO 65203; Phone: (573) 445-9920 ext 329; Fax: (573) 445-9981; E-mail:
Training@msbanet.org