

GUIDELINES FOR WRITING BACKGROUND/EXPERIENCE AND POSITION STATEMENT

Statements will be given full consideration as long as they meet the guidelines for biographical background/position statements. Keep in mind that potential candidates should state their positions and opinions about issues regarding the future of the organization. Any facts that are cited must be verifiable.

1.0. Suggestions for Biographical Background Information:

- Organize the information into four categories: professional experience, APA experience, community involvement, and education.
- List information in each category in reverse chronological order (most recent experience first).
- Present information in a list, rather than in full sentences, when appropriate.

This approach works well for three reasons. A lot of information can be squeezed into relatively few words, leaving more room for the position part of your 600-word-total background/position statement. The format helps voters because it focuses on the highlights of your career. Finally, it provides a place to note prior experience in managing or serving on the board of an organization.

2.0. Suggestions for Position Statements:

- Focus on issues that impact the future of the organization.
- Verify any and all facts that are stated.
- Use bullet statements to consolidate your thoughts in a more concise fashion, when appropriate.

3.0 Submission Requirements:

1. Submit your biographical background/position online. The appearance of the emphasis (bold, italics, bullets, underlining) will be made uniform from statement to statement.
2. Submit a current digital photograph of yourself online. If you would like to include a picture on your candidate webpage, and in *Planning* magazine. Details on the photograph are in Policies and Procedures, Section 4.2.
3. Finally, be sure to proofread your statement. Staff shall make appearance uniform among all statements, but they will NOT correct spelling and grammatical errors or typos contained in the statements.