



## **Board Application Required Materials**

Please complete the 2027 RCA Board of Directors Application (below)

Required with your application:

- RCA Board Application
- Personal RCA Vision Statement – See directions below
- Personal Bio – See directions below
- RCA Board Performance Agreement
- A letter of approval/support from your current employer
- Headshot Photograph
- A letter of recommendation from a current or past RCA Board member (recommended)

Submit all materials to RCA Nominations and Board Development Committee via e-mail to [elections@culinology.org](mailto:elections@culinology.org); submission **deadline is Friday, September 18, 2026 by 11:59 PM Eastern Time**

Questions on application requirements? Submit to [elections@culinology.org](mailto:elections@culinology.org)



# RCA Board of Directors Application

## Applicant Information:

|                          |  |
|--------------------------|--|
| <b>Full Name:</b>        |  |
| <b>Current Title:</b>    |  |
| <b>Current Employer:</b> |  |
| <b>Primary E-mail:</b>   |  |
| <b>Primary Phone:</b>    |  |

|                                                      |                           |  |
|------------------------------------------------------|---------------------------|--|
| <b>Membership Category</b><br>Highlight or Check One | Chef                      |  |
|                                                      | Culinology                |  |
|                                                      | Food Science & Technology |  |
|                                                      | Affiliate                 |  |
|                                                      | Associate                 |  |

|                                                                                    |                     |  |
|------------------------------------------------------------------------------------|---------------------|--|
| <b>Primary Responsibility at Your Company</b><br>Highlight or Check all that apply | R&D                 |  |
|                                                                                    | Culinary            |  |
|                                                                                    | Quality             |  |
|                                                                                    | Academia            |  |
|                                                                                    | Product Development |  |
|                                                                                    | Operations          |  |
|                                                                                    | Sales               |  |
|                                                                                    | Marketing           |  |
|                                                                                    | Food Science        |  |
|                                                                                    | Other               |  |



Please complete the below:

- Current RCA Certifications:
- Current RCA Committees (actively serving):
- Past RCA Committees (previously served):
- Other professional memberships (ex. IFT, ACF):
- Professional Awards/Honors:
- Current or Former RCA Board Member Referral (list Board Member name):
- Letter of support or approval from current employer.

*Signature to certify that the above information is accurate.*

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please sign this application and forward a photograph, a personal biography, a personal RCA vision statement, Board Member Performance Agreement, employer letter of approval and current/past RCA board member referral.*



## **RCA Vision Statement**

The personal RCA vision statement gives you the opportunity to describe your own RCA story and how you believe you can make a positive impact on the Board of Directors and to the RCA.

Your vision statement may describe why you became an RCA member and how you've been active and involved. Describe any committee work, RCA regional work or other RCA related activities.

Your vision statement should also describe how you will make a positive impact on the Board of Directors and for the RCA organization. Discuss why you are uniquely qualified to become a board member.

Your Vision Statement is limited to 400 words or fewer.

## **RCA Board Application Biography**

Applications to the RCA Board of Directors must include a professional biography. This document should describe your academic and professional career. Focus your biography on the skills necessary to serve on the RCA Board of Directors.

Biographies should include educational background and professional career background. List successes and accomplishments, certifications, and professional skills. Discuss why you are a great candidate to serve on the RCA Board of Directors.

Your biography is limited to 400 words or fewer.



## **RCA Board Member Performance Agreement**

**For a Two-Year Term Beginning Spring 2027**

I, \_\_\_\_\_, understand the requirements and expectations associated with serving as a member of the RCA Board of Directors. If elected, I agree to fulfill the following responsibilities:

### **Time/Travel Commitment:**

- Serve at least one, two-year term; maximum of three consecutive terms
- Dedicate an average of ten to twelve (10-12) hours per month minimum to RCA Board and Committee activities (combined total)
- Attend the RCA Conference and assist/participate in leadership-related activities at the event
- Attend (either in person or via video conference call) the RCA Board Orientation Meeting for new members
- Attendance at RCA Board meetings (either in person or via video conference call), typically four (4) per year
- Attendance on all committee calls on which Board member is chair/co-chair
- Cover travel expenses to meetings and the annual conference, including conference registration

### **Responsibilities:**

- Demonstrate professionalism and serve as a proud ambassador for RCA to the public
- Actively promote RCA membership, sponsorship and certification
- Serve as chair or co-chair for at least one RCA committee, and provide a written update prior to Board meetings on status of committee work
- Be a champion of the RCA vision, mission, goals and organizational procedures
- Ensure good management through review of programs and evaluation of Board and staff
- Ensure sound financial management through review and knowledge of annual budget
- Ensure compliance with legal requirements as a trustee/fiduciary, and comply with bylaws
- Ensure good governance by participating in Board/Staff evaluations, strategic planning, Board activities, recruiting new Board members and updating bylaws as needed
- Review agenda items and minutes in advance of meetings
- Disclose and avoid conflicts of interest
- Maintain confidentiality as appropriate

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Candidate Signature and Date

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Candidate Name (Print Name)