



CENTRAL PIEDMONT COMMUNITY ACTION, INC.

BOARD MEMBER APPLICATION

The mission of CPCA is to enable and assist low-income people to attain skills, knowledge, motivation, and opportunities needed for them to become self-sufficient and independent.

Please complete the information below verifying your interest in becoming a member of the CPCA Board of Directors. Election to the CPCA Board of Directors will follow the procedures outlined in the agency by-laws and in accordance with specific program requirements.

Name Reginae Artis

Phone (h) same (c) 919 259-9503 (w) same

Address 750 Rosswood Road Chapel Hill N.C. 27516

Email Address ReginaeArtis@gmail.com

Relevant Experience and/or Employment (attach a resume or separate sheet if relevant)

Please see Attached

Why are you interested in our organization? Please See Attached

Have you ever been an employee of CPCA? yes no If yes, when? _____

Have you previously served on the CPCA Board of Directors? yes no If yes, when? _____

Are you related to anyone currently employed by CPCA? yes no If yes, who? _____

Area(s) of expertise/Contribution you feel you can make. Please check the education or skills you will contribute to the board:

<input type="checkbox"/> Financial Management and Control (budgeting/accounting)	<input checked="" type="checkbox"/> Lobbying
<input checked="" type="checkbox"/> Communications (Public Relations, Media, Marketing)	<input checked="" type="checkbox"/> Fundraising/special events planning
<input checked="" type="checkbox"/> Board Development (Recruitment, training, evaluation)	<input checked="" type="checkbox"/> Grant Writing/Journalism
<input checked="" type="checkbox"/> Strategic/Program Planning, Management or Evaluation	<input type="checkbox"/> Other _____

becoming a board member of this organization primarily due to the Mission of which it represents in helping low-income status individuals to live with quality and pride in their lives, by having the opportunity to live equally while enjoying the necessities of life.. Additionally, I am eager and excited to work alongside others within the organization who share likeness in their mindset to build community through resources and relationships while developing ways for those communities to thrive, for this purpose alone is what makes this organization well suited for my involvement. As an example, exploring and understanding what metrics can be done (utilized), and who qualifies, and how families can be scaled to take advantage of resources in my opinion helps make a community proud. Lastly, how can a family be happy with inadequate heat or air, or a water heater? They cannot! It is an honor to be a part of an organization that makes a difference.

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 Board Development (Recruitment, training, evaluation) Grant Writing/Journalism
 Strategic/Program Planning, Management or Evaluation Other _____

9/17 (turn over)

I certify to the following statements:

- I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- I have not been convicted of or had a civil judgment rendered against me or my company for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal or state antitrust statutes or for commission of

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- I am not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and
- I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to their application.

NOTE: If you cannot certify to the items above, please attach an explanation to the application describing the circumstances for the Board to consider. Making a false certification is cause for removal from the board and/or board consideration.

Other volunteer commitments _____

Proposed Member Signature  Date 11/8/23

FOR BOARD USE ONLY

YES/NO	PROCESS	DATE
	Nominee has had a personal meeting with either chief executive, board chair, or other board member.	
	Nominee reviewed by the committee.	
	Nominee attended a board meeting.	
	Nominee reviewed by the board.	

Action taken by the board: _____

Board Chair Signature _____ Date _____

Board Development
 Committee Chair Signature _____ Date _____

REGINA CRAIG-ARTIS

MANAGEMENT PROFESSIONAL

Team Building & Leadership, Effective Communication, Training & Development

SUMMARY

Regina is a highly dedicated, innovative cross-functional management professional possessing expertise in community engagement, employee relations and the development of policies and procedures, demonstrating key leadership abilities, creating and facilitating training programs, providing coaching and feedback, and creating resolutions to drive organizational objectives.

SKILLS

- Customer Service ▪ Leading in Instruction ▪ Process Improvements
- Office Management ▪ Bookkeeping/ Payroll ▪ Strategy Planning Analysis
- Individual/Group Therapy ▪ Case Management ▪ Policies and Procedures
- Team Building ▪ Community Leadership ▪ Client/Employee Relations

PROFESSIONAL EXPERIENCE

Chapel Hill Carrboro City Schools, Chapel Hill, NC 2011 - Present

Instructional Assistant

- Monitor student behavior; establishing and enforcing rules and procedures, while maintaining compliance with the disciplinary policy.
- Coordinate department and parent meetings; effectively communicate information regarding student progress/ needs, and educational initiatives.
- Remain up to date with information regarding teaching resources and methods, equity & diversity, implementing relevant changes to instructional plans and activities.

Durham Housing Authority, Durham, NC 2016 – 2018

Program Site Coordinator

- Coordinated and organized program requirements for math, reading, and science activity.
- Monitored staff performances with specifics on food & safety, time-sheets, daily activities and transportation protocols.
- Reported to management in both written and oral reports daily, with attention to details, maintaining a secure and safe environment.

Visions Counseling Studio, PLLC, Durham, NC 2016 – 2017

Substance Abuse Qualified Professional/ Case Manager

- Develop and facilitate classes and community events; provide support and education to clients and community members regarding mental or physical illness, abuse, medication, or available community resources.
- Coordinate programs to promote community health and resources; prevent substance abuse, combat social problems, and improve health and counseling services within the community.
- Effectively demonstrated effective group facilitations; identifying obstacles and assisting clients to work through issues and achieve a resolution.
- Provided effective case management skills, overseeing client progression, developing, and implementing treatment plans to achieve client goals.

Carter Community Charter School, Durham, NC 2010 –2014

Substitute Teacher

- Managed and administered the North Carolina Curriculum in all subjects for students in grades K-12. Completed reports for in-coming teachers on long term substitute assignments and necessary data for incoming permanent teacher.
- Organized emergency drills and environmental safety activities; ensuring compliance with policies and procedures and maintaining safety of students.
- Attended and participated in pre-service and in-service training; regularly continuing education and taking advantage of employment training opportunities.
- Managed Crisis intervention; assessing situations and providing support and resources for clients.

Life Enhancement Services, Durham, NC 2004 – 2008

Consultant

- Effectively supervised client mandates and program compliances, support workers and support staff; generated assignments, provided coaching and feedback, in addition to evaluated documentation according to billing requirements.
- Supported Accounting practices; handled various bookkeeping duties, including billing and timesheets, ensuring accuracy.

North Carolina Central University, Durham, NC 2006 – 2007

Professor

- Planned, organized, and taught American History via course curriculum while building relationships and mentoring college students.
 - Researched lectures to be delivered with excellent verbal and communication skills to college students created supplemental material, and accurately evaluated tested, and graded student academic progress.

EDUCATION & CREDENTIALS

Master of Information Systems Management- Business Management

Walden University, Minneapolis Minnesota

GPA 3.6

Bachelor of Arts Degree in History,

North Carolina Central University Durham, NC

3.9 GPA/ Graduated Cum Laude

Professional Affiliations, Honors and Awards

Pi Gamma Mu Honor Society Member

The Outstanding Student Award, History 2004

Member Phi Alpha Theta