



CAPAL Board of Directors Application

The Conference on Asian Pacific American Leadership (CAPAL) is a 501(c)(3) non-profit, non-partisan educational organization dedicated to building leadership and public policy knowledge within the Asian Pacific American (APA) community. Its mission is to promote APA interests and success in public service careers, to provide information and education on policy issues affecting the APA community, and to serve the APA community at large.

GENERAL RESPONSIBILITIES AND EXPECTATIONS FOR CAPAL BOARD OF DIRECTORS

- Promote CAPAL’s mission and purpose by contributing to our programs and services, strengthening our infrastructure and internal capacity, and participating in fundraising and recruitment efforts.
- Attend monthly CAPAL Board Meetings and actively participate in one or more assigned committees and task forces.
- Be able to serve a full two-year term (must be based in the DC metro area).

CAPAL Committees and Responsibilities

Each committee shall have one Chair or two Co-Chairs as required. The committees listed below are subject to change. The committee Chair is responsible for:

- Coordinating the committee’s plans and programs
- Ensuring that required tasks are executed in a timely manner
- Reporting committee activities to the rest of the Board

<i>Washington Leadership Program (WLP) Committee</i>	Develop and manage CAPAL’s Washington Leadership Program (WLP), a seven-week policy and career development workshop series for Asian Pacific American interns and young professionals.
<i>Marketing and Communications Committee</i>	Manage all public relations efforts for CAPAL, including press releases, the website, event/program publicity, promotional materials, and the monthly newsletter.
<i>Professional Development Committee</i>	Organize programs and activities to benefit young Asian Pacific American professionals in DC, including happy hours, career development sessions, and policy seminars. Partner with other community organizations to plan and co-sponsor relevant events.
<i>Scholarships Committee</i>	Develop and implement an outreach strategy to publicize CAPAL’s Scholarships and Federal Internship Program. Coordinate the application review process, conduct candidate interviews, and facilitate the placement and mentorship of CAPAL Scholars and Interns.
<i>Special Events Committee</i>	Serve as the lead organizer and logistical coordinator for CAPAL’s Annual Benefit Gala and other notable events. Work closely with the board and relevant committees to find sponsors, publicize the event, invite VIPs, develop the speaking program, manage set up, coordinate volunteers, and handle any other duties as needed.
<i>Fundraising Committee</i>	Develop and implement CAPAL’s fundraising and marketing strategy, including corporate event sponsorships, Federal partnerships, membership dues, and grants, and update and maintain the CAPAL Strategic Plan with the Executive Committee.

1. Personal Information

Name	
Street Address	
City ST ZIP Code	
Primary Phone	
Secondary Phone	
Email Address	
Place of Employment	
Title	
Other Affiliations	

2. Individual Skills

As an all-volunteer, non-profit organization, CAPAL relies heavily on the skills and interests of its Board Members to accomplish its mission and goals. Please indicate any skill sets that you feel will help you contribute to CAPAL. Check all that apply.

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Multimedia |
| <input type="checkbox"/> Photographer | <input type="checkbox"/> Organizational Development | <input type="checkbox"/> Web Development |

Other:

3. Program Interests and Executive Board

Please indicate your program interests by selecting from the committees listed below. Check all that apply

- | | |
|--|---|
| <input type="checkbox"/> Washington Leadership Program | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Marketing and Communications | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Fundraising |

4. Resume

Please attach a copy of your resume with this application when you submit it.

5. Statement of Intent

Explain why you would like to join the CAPAL Board. The Statement of Intent should be no more than 500 words.

6. Application Agreement

Please read the following before signing this application, as your signature indicates your agreement with the following statements:

I certify that the answers in this application are truthful and complete to the best of my knowledge. I understand that membership on the Board of Directors is a renewable two-year term.

Email completed application forms to apply@capal.org by September 30, 2011.

Applicant Signature

Date
