



Dear Community Action Colleague:

CAPLAW is seeking a new board member! We invite our member individual Community Action Agencies and member state and regional Community Action associations, as well as national Community Action associations, to share the following information with their members and colleagues and to recommend current CAA Executive Directors/CEOs who would serve actively and effectively as a CAPLAW Board member.

CAPLAW encourages applications from Executive Directors/CEOs of CAAs that are members of CAPLAW (either by paying dues directly to CAPLAW or by being a current member of an association that is a CAPLAW member) who:

- **Have a minimum of five years' experience as the Executive Director/CEO of a Community Action Agency;**
- Have demonstrated participation in and/or use of CAPLAW trainings and resources;
- Have been involved in the Community Action associations at the state, regional or national level for at least three years;
- Are able and willing to travel throughout the U.S. to attend CAPLAW Board meetings and CAPLAW's annual national training conference; and
- Have an understanding of the role of law in managing CAAs and advancing the interests of Community Action.

A complete description of the qualifications for the Board member position may be found below. The CAPLAW Board particularly encourages applicants from federal Regions 2, 3 and 8.

Individuals interested in applying to join the CAPLAW Board must submit the following materials **on or before July 26, 2017** to Eleanor Evans, CAPLAW's Executive Director, at eleanor.evans@caplaw.org:

- (1) Completed application form ([the application form may be found online here](#));
- (2) Resume;
- (3) A letter of recommendation from either:
 - a state or regional Community Action association that is a CAPLAW association member (the letter should be from either the association's Executive Director/CEO or Board Chair/President); or
 - a Community Action Agency that is a CAPLAW individual CAA member and that is not the applicant's CAA (the letter should be from the CAA's Executive Director/CEO); and
- (4) A letter of recommendation from the Board Chair/President of the applicant's CAA.

[A list of current CAPLAW member associations and individual CAA members may be found online here.](#)

Letters of recommendation may be submitted together with or separately from the applicant's other application materials. If submitted separately, letters of recommendation must be emailed to CAPLAW on or before July 26, 2017.

The CAPLAW Board will carefully review the application packets and interview selected candidates. Interviews will take place at the 2017 national Community Action Partnership convention in Philadelphia, PA. The CAPLAW Board will vote in September to select a new Board member and the newly selected Board member will attend and be seated at the Board's annual meeting in early November in Massachusetts.

For your information, the current CAPLAW Board members are:

- **President: David Brightbill**, Executive Director, Washington-Morgan Counties Community Action Program, Marietta, OH
- **Vice President: Jerralynn Ness**, former Executive Director, Community Action, Hillsboro, OR
- **Secretary: Pamala La Frenz**, Executive Director, Missouri Valley Community Action Agency, Marshall, MO
- **Treasurer: Arlene Dobison**, Executive Director, Lowcountry Community Action Agency, Walterboro, SC
- **Dawn Hommer**, Executive Director, Community Action Agency of Southern New Mexico, NM
- **Ken Robinette**, Executive Director, South Central Community Action Partnership, ID
- **Sandra Sewell**, Executive Director/CEO, AJFC Community Action Agency, Inc., Natchez, MS
- **Kathy Di Nolfi**, Chief Program Officer, A New Leaf, Mesa, AZ
- **Douglas Rauthe**, former Executive Director, Community Action Partnership of Northwest Montana, Kalispell, MT
- **Bertha Proctor**, Executive Director, Pace Community Action Agency, Vincennes, IN
- **Betsey Andrews Parker**, Executive Director, Community Action Partnership of Strafford County, Dover, NH

If you have any questions, please call CAPLAW's Executive Director Eleanor Evans at (617) 357-6915 or email her at eleanor.evans@caplaw.org. We appreciate your participation in this process.

Sincerely,

David Brightbill
President

CAPLAW BOARD MEMBER JOB DESCRIPTION

SUMMARY

Acting as part of the CAPLAW Board, a Board member helps to provide strategic direction and to oversee the management of Community Action Program Legal Services, Inc. (CAPLAW). CAPLAW provides legal, governance and grants management consultations, training and resources to Community Action Agencies (CAAs) and their state and regional associations throughout the United States. The Board member attends and actively participates in CAPLAW Board meetings; serves on and actively participates in Board committees; leads or assists with special projects; attends CAPLAW's annual national training conference and participates in the execution of the conference as needed; attends other CAPLAW training events; and acts as an ambassador for CAPLAW to the Community Action network.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

- Attends and actively participates in Board meetings
- Serves on and actively participates in Board committee(s)
- Acting as part of a group:
 - Develops and updates CAPLAW's mission
 - Establishes organizational goals and policies
 - Evaluates and approves CAPLAW budgets
 - Regularly reviews activity reports and financial statements to determine progress and status in attaining objectives in accordance with current and anticipated future conditions and resources
 - Develops revenue strategies that align with CAPLAW's mission, provides input on and, where appropriate, approval of funding proposals
 - Provides input on CAPLAW's programs and activities, including its annual national training conference
 - Evaluates the performance of the Executive Director for compliance with established policies and objectives of the organization and contributions in attaining organizational goals
 - Selects new Board members
- Leads or assists, as needed, with special projects (e.g., providing feedback on CAPLAW resources and tools)
- Attends CAPLAW's annual national training conference and participates in execution of the conference as needed (e.g., acting as a workshop moderator, presenting a training workshop, presenting remarks at a general session, facilitating a roundtable discussion)
- Attends other CAPLAW training events (e.g., webinars, trainings at state and regional association events)
- Acts as an ambassador for CAPLAW to the Community Action network: conveys information about CAPLAW to the network and solicits feedback on CAPLAW from the network

QUALIFICATIONS

Each applicant for a CAPLAW board position **must currently serve as the Executive Director/CEO of a Community Action Agency that is a CAPLAW member** (either by paying dues directly to CAPLAW or by being a current member of an association that is a CAPLAW member). In addition s/he must have:

- **A minimum of five years' experience as an Executive Director/CEO of a Community Action Agency**
- Demonstrated participation in CAPLAW events (e.g., attendance at the CAPLAW conference, CAPLAW webinars, consultations with CAPLAW attorneys)
- Proven interest and involvement with Community Action associations on a state, regional and preferably national level for a minimum of three years
- An ability and willingness to travel throughout the U.S. to attend three in-person Board meetings per year, with reimbursement for transportation, meals and lodging provided by CAPLAW
- An ability and willingness to attend and, if appropriate, participate in CAPLAW's annual national training conference
- An understanding of the legal context in which CAAs operate: the interconnectedness of legislative, legal, and political needs of CAAs; ways in which the law can be used to advance or defend interests of CAAs and their clients; legal issues involved in the management of a CAA and of programs traditionally operated by CAAs (e.g., CSBG, LIHEAP, Head Start, Weatherization)
- Demonstrated leadership capabilities
- An ability to work productively on a team with a diverse group of people
- A sense of humor
- A current CAA membership in CAPLAW (either by paying dues directly to CAPLAW or by being a current member of an association that pays dues to CAPLAW)