



Dear Community Action Colleague:

**The CAPLAW Board is seeking two new members!**

We encourage applications from Executive Directors/CEOs of Community Action Agencies (CAAs) that are members of CAPLAW who have:

- **A minimum of five years' experience as the Executive Director/CEO, or an equivalent position, of a CAA;**
- Used CAPLAW trainings and resources;
- Been involved in Community Action associations at the state, regional or national level for at least three years;
- The ability and willingness to travel throughout the U.S. to attend CAPLAW Board meetings and CAPLAW's annual national training conference; and
- An understanding of the role the law plays 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 strongly encourages applicants from federal Regions 2, 7 and 8.***

Individuals interested in applying to join the CAPLAW Board must submit the following materials **on or before [May 4, 2020](#)** to Allison Ma'luf, CAPLAW's Executive Director and General Counsel, at [allison.maluf@caplaw.org](mailto:allison.maluf@caplaw.org):

1. Completed application form ([the application form may be found online here](#));
2. Resume;
3. A letter of recommendation from either the:
  - Executive Director/CEO or Board Chair/President of a member state or regional Community Action association; or
  - Executive Director/CEO of a member CAA that is not the applicant's CAA; 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 separately from the other application materials and must be emailed to CAPLAW on or before [May 4, 2020](#).**

The CAPLAW Board will review the application packets and interview selected candidates. ***We require all selected candidates to attend in-person interviews at the 2020 National Community Action Partnership convention in Seattle, WA in late August.*** Newly selected Board members will attend and be seated at the Board's annual meeting in late October in Massachusetts.

The current CAPLAW Board members are:

- **President: Dr. Bertha Proctor**, Chief Executive Officer, Pace Community Action Agency (Vincennes, IN)
- **Vice President: Ken Robinette**, Executive Director, South Central Community Action Partnership (Twin Falls, ID)
- **Treasurer: Arlene Dobison**, Chief Executive Officer, The Agricultural & Labor Program (Lake Alfred, FL)
- **Secretary: Pam La Frenz**, Former Executive Director, Missouri Valley Community Action Agency (Marshall, MO)
- **Assistant Secretary: Kathy DiNolfi**, Chief Program Officer, A New Leaf (Mesa, AZ)
- **Darlene Bigler**, Executive Director, Blueprints (Washington, PA)
- **David Brightbill**, Executive Director, Washington-Morgan Counties Community Action Program (Marietta, OH)
- **Dawn Hommer**, Executive Director, Community Action Agency of Southern New Mexico (Las Cruces, NM)
- **Betsey Andrews Parker**, Executive Director, Community Action Partnership of Strafford County (Dover, NH)
- **Dr. Ericka Whitaker**, Chief Executive Officer, Southeastern Community & Family Services (Lumberton, NC)

If you have any questions, please call CAPLAW's Executive Director Allison Ma'luf at (617) 357-6915 or email her at [allison.maluf@caplaw.org](mailto:allison.maluf@caplaw.org). We appreciate your participation in this process.

Sincerely,

Dr. Bertha Proctor  
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 by conveying information about CAPLAW to the network and soliciting feedback on CAPLAW from the network

## QUALIFICATIONS

Each applicant for a CAPLAW board position **must currently serve as the Executive Director/CEO, or an equivalent position, 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, or equivalent position, 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

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