



Board Member Job Description

The CAPLAW Board is seeking new members!

Applicants must submit the following materials by **March 7, 2025**:

1. [Completed application form](#);
2. Resume;
3. A letter of recommendation from the Board Chair/President of your CAA; and
4. A letter of recommendation from the Executive Director/CEO or Board Chair/President of your state or regional Community Action association

Letters of recommendation may be submitted together with, or separately from, the other application materials and must be emailed to CAPLAW at admin@caplaw.org by March 7, 2025.

The CAPLAW Board will notify candidates selected for an interview by **March 28**. Interviews will take place in person May 28-30, 2025, at the 2025 CAPLAW Annual Training Conference in Boston, MA. Selected Board members will attend and be seated at the Board's annual meeting in late October.

Current CAPLAW Board Members

President: Arlene Dobison

Chief Executive Officer, The Agricultural & Labor Program (Lake Alfred, FL)

Betsey Andrews Parker

Executive Director, Community Action Partnership of Strafford County (Dover, NH)

Vice President: Ken Robinette

Executive Director, South Central Community Action Partnership (Twin Falls, ID)

Dr. Ericka Whitaker

Chief Executive Officer, Southeastern Community & Family Services (Lumberton, NC)

Secretary: Kathy DiNolfi

Chief Program Officer, A New Leaf (Mesa, AZ)

Joel Evans

President & CEO, Delta Area Economic Opportunity Corporation (Portageville, MO)

Treasurer: Joel Evans

President & CEO, Delta Area Economic Opportunity Corporation (Portageville, MO)

Tracy Diaz

Executive Director, Community Action Partnership of Northwest Montana (Kalispell, MT)

David Brightbill

Executive Director, Washington-Morgan Counties Community Action Program (Marietta, OH)

Aaron Bowen

Executive Director, Eastern Nebraska Community Action Partnership (Omaha, NE)

Dawn Hommer

Executive Director, Community Action Agency of Southern New Mexico (Las Cruces, NM)

Diane Hewitt-Johnson

Executive Director, Chautauqua Opportunities, Inc. (Dunkirk, NY)

Bertha Proctor

Executive Director, Pace Community Action Agency, Inc. (Vincennes, IN)

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ABOUT CAPLAW

CAPLAW's mission is to eliminate poverty by strengthening the legal and management capacity of community organizations. CAPLAW is the national legal expert for the Community Action network. Through consultations, training and resources we equip approximately 1,000 CAAs across the country with the knowledge and tools to operate as accountable and effective change agents. We also provide guidance to federal, state, and national Community Action partners on legal and financial issues affecting CAAs. We envision a dynamic national network of community organizations that empower individuals to overcome the effects of poverty and thrive. For more information, visit www.caplaw.org.

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., monitoring workshops, moderating workshops, presenting a workshop, presenting remarks at a general session, facilitating a roundtable discussion, assisting with registration)
- Attends other CAPLAW training events (e.g., webinars, national trainings)
- 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, they must have:

- **A minimum of five years' experience as an Executive Director/CEO of a Community Action Agency that is a CAPLAW Member***
- 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 at least one in-person Board meeting per year, with reimbursement for transportation, meals and lodging provided by CAPLAW
- An ability and willingness to attend and 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; 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

The CAPLAW Board encourages applicants from federal Regions 3 and 5.

If you have any questions, please call CAPLAW's Executive Director Allison Ma'luf at (617) 357-6915 or email her at admin@caplaw.org.

**A CAA is a member of CAPLAW either by paying dues directly to CAPLAW or by being a current member of an association that is a CAPLAW member (ie., the association pays dues to CAPLAW on behalf of the CAAs in the state).*