



## CPAF Board of Directors Member

### Volunteer

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in preventing and addressing domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long-term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander (API) community.

CPAF is a community-based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

**Summary Statement:** As a nonprofit organization, CPAF relies on a dedicated Board of Directors to help fulfill its mission and make a positive impact in API communities and beyond. We are seeking passionate and committed individuals to join our board and contribute their expertise and skills. Board members work closely with the executive director, executive staff, and other board members to provide strategic guidance, ensure organizational sustainability, and drive the fulfillment of CPAF's goals.

### **General Responsibilities:**

- Advise the Executive Director in effective management of CPAF's operations in the areas of fundraising, policy, administration, finance, evaluation, and public relations.
- Advise the Executive Director in establishing sound policies, agency goals, objectives and a budget that provide a framework within which agency operations must be carried out; and to evaluate the Executive Director and programs.

### **Governance and Leadership:**

- Attend and actively participate in board meetings, offering insights and expertise on organizational matters. Engage as a voting member of the Board of Directors.
- Contribute to the development and implementation of the organization's strategic goals and objectives.
- Ensure compliance with legal and ethical standards, as well as adherence to the organization's mission and values.
- Provide support and guidance to the executive director when needed.

### **Financial Oversight:**

- Help develop and review the organization's annual budget, ensuring financial stability and sustainability.
- Monitor financial statements and reports and help identify potential risks or issues.

### **Fundraising, Advocacy, and Community Engagement:**

- Assist in fundraising efforts by leveraging personal networks, making financial contributions, and connecting with potential donors.
- "Give and get" an annual monetary pledge minimum of \$5,000 per year, which includes a personal financial contribution from the board member.
- Serve as an ambassador for the organization, promoting its mission and programs to the community.
- Help identify and cultivate strategic partnerships and collaborative opportunities.
- Advocate for policies and initiatives that align with the organization's mission.

### **Committee Involvement:**

- Participate in board committees, contributing to specific areas of expertise such as executive, finance, fundraising, gala, board development, facilities, usually in the form of monthly meetings.
- Attend committee meetings and provide valuable insights and recommendations.
- First-year board members will join the gala committee as part of their onboarding process.



**Terms:** Serve an initial two-year term commitment. Board members may elect thereafter to serve four additional consecutive two-year terms, for a maximum total of 10 consecutive years.

**Additional Expectations:**

- Prepare for board meetings by becoming well informed on issues to be discussed, in order to participate actively in Board discussions and decisions.
- Participate in the Board planning and goal setting process (usually at an annual retreat).
- Support the majority decisions of the Board.
- Respect organizational confidentiality as appropriate to CPAF's mission and good governance.
- Inform the Board of any action or interests that might pose a conflict of interest.

**Qualifications:** Qualified candidates possess knowledge, skills, abilities, and experience in the following areas:

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values of Commitment to Non-Violence, Upholding Confidentiality, Self Determination, Teamwork, Continued Development, and Collaboration.
- Understands and is aligned with community-centered fundraising principles and implements fundraising and communications activities from an equity perspective.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.).
- Understands and is committed to learning and taking anti-racist actions in an individual and organizational context at CPAF.
- Previous experience serving on a nonprofit board or a demonstrated understanding of board governance.
- Expertise in areas such as fundraising, strategic planning, legal matters, finance, or communications is desirable.
- Excellent communication and interpersonal skills.

**Time Commitment:** Board members are expected to attend regular board meetings. Board meetings are typically conducted 6 times per year on the third Wednesdays of even months, 6-8 p.m. Fundraising and advocacy efforts, committee meetings, and special events involve additional participation. The overall estimated time commitment is approximately 5-10 hours per month.

**Benefits:**

- The opportunity to make a meaningful impact and contribute to positive change in the community.
- Networking opportunities with like-minded individuals and community leaders.
- Professional development and learning experiences in areas such as nonprofit management, governance, and leadership.
- Meals provided during on-site board meetings.
- Annual Board member appreciation gift.

Interested parties please complete the Board Application Form at [cpaf.me/BoardApp](https://cpaf.me/BoardApp). No phone calls please.

*Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against nor harass nor allow harassment against its employees or applicants on the basis of ancestry, age (40 and above), citizenship, color, disability (physical and mental, includes HIV and AIDS), domestic partner status, domestic violence victim status, genetic information, gender, gender identity, gender expression, marital status, medical condition (cancer/genetic characteristics), military or veteran status, national origin, political affiliation, race, religion, religious creed (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sex stereotypes, sexual orientation, request for FMLA, CFRA, or reasonable accommodation, transgender status, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.*