



## **RECRUITING FOR BOARD OF DIRECTORS**

### **FOUNDATION PROVIDES SCHOLARSHIPS TO PROMOTE THE HEALTH, WELFARE AND EDUCATION OF YOUTHS AND YOUNG PEOPLE**

#### ***Scholarships for incoming freshmen and undergraduates in college and vocational college programs, with emphasis on low-income applicants***

#### **What is the time commitment?**

The Asian Pacific State Employees Association Foundation (APSEA Foundation) board meets at least six times a year to discuss chapter business and plan a major fundraiser. Board members are expected to participate in chapter meetings and assist with the fundraiser.

#### **What are you looking for in board members?**

Board members are expected to attend all board meetings and be engaged in board discussions and the foundation. Board members should carry out job duties and any assigned tasks in a timely and responsible manner. They should be informed about APSEA Foundation's mission, policies and programs and communicate well with other board members.

Each board seat has distinct responsibilities:

**President:** This person is responsible for the overall health of the chapter and represents the APSEA Foundation in the community and at the annual fundraiser. Typical duties include facilitating board meetings, managing relationships with other organizations, and speaking on the chapter's behalf in the community.

**Vice presidents:** The job entails supporting and assisting the president in carrying out his/her duties, being an active part of chapter board meetings and also taking initiative to serve the foundation, its partners and stakeholders.

- The **vice president of programs** will focus on professional and student outreach programs to promote scholarships, state government and legislative experiences, and serve as liaison to partner Asian Pacific Islander Capitol Association (APICA).
- The **vice president of civic engagement** will focus on community initiatives such as helping to develop and strengthen relationships with community organizations and businesses.

**Secretary:** This person is responsible for the chapter official minutes. This person may also serve as the social media manager and assist in updating the chapter Website. The secretary keeps minutes of the board meetings. He/she compiles and sends out communications to the chapter.

**Treasurer:** This person is responsible for managing the finances and complying with the APSEA Foundation's rules on bookkeeping. The job entails carefully tracking and attending to the foundation's finances, maintaining the foundation's bank account, advising the board on how best to manage and budget, cutting checks for chapter expenses/awards, keeping detailed records, and compiling federal and state tax filings, in addition to the State Attorney General office annual filing.

***For more information about APSEA Foundation, visit their website,***

***<https://www.apseafoundation.org>.***

***Interested? Contact Jean Chong, Appointments Chair, [jeanchong@sbcglobal.net](mailto:jeanchong@sbcglobal.net).***