**SOUTH ASIAN BAR ASSOCIATION OF NORTHERN CALIFORNIA**

**BOARD OF DIRECTORS APPLICATION (Two-Year Term)**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**States in which you are licensed and bar status in each state where you are licensed to practice:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Years in Practice**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Years in Bay Area**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer’s Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the extent you are not a current Board member, are you a member of SABA-NC?

Yes No

Are you able to participate in **monthly meetings** held on the first Monday of every month[[1]](#footnote-1) from 6:00 p.m. to 7:30 p.m. (currently by phone/videoconference; in-person when allowed)?

**Phone**:  Yes No

**Time Commitment** (hours per week you anticipate dedicating to SABA-NC related tasks): \_\_\_\_\_\_\_

Please indicate any extended time periods from April of this year through April of next year you expect to be unavailable (i.e., due to vacation, other commitments) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Board Experience, if any (please list the organizations, positions held and year)**:

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**Other Bar Association Memberships**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resume**. Please attach a current copy of your resume.

**Statement of Interest**. Please attach a 250-350 word Statement of Interest outlining your interest in SABA-NC and goals for your 2-year term. Please also specify what SABA-NC Board position you are interested in, ranking 1st and 2nd choices. Please submit by **March 21, 2024** to [president@southasianbar.org](about:blank).

**The 2024-2025 SABA-NC Board will be comprised of the following positions.** **All Board members are elected for two-year terms, but may change positions, if so elected, after one year.**

**Officers and Executive Committee[[2]](#footnote-2)**

**President, President-Elect**

The President and President-Elect are responsible for all of SABA-NC's activities, as well as representing SABA-NC at community events, interfacing with sister bar organizations, and developing and executing on SABA-NC's mission. This role involves significant administrative responsibility, generally requires quick turnarounds on email, phone calls, and meetings, and the ability to step into the role of other board members when needed. Prior SABA-NC board experience required. Only the President-elect position is up for election.

**Vice-President**

The Vice-President assists the entire board in accomplishing its mission by providing guidance and manpower as needed. The Vice-President is also responsible for outreach to members to become SABA-NC Life Members, assist in increasing membership, including payment of dues and assist members with questions regarding registration. Prior SABA-NC board experience required.

**Secretary**

The Secretary is responsible for preparing and circulating Board minutes, maintaining SABA-NC and SABA-NC Foundation governance documents and internal Board communications. Prior SABA-NC or SABA-NC Foundation board experience preferred.

**Treasurer**

The Treasurer handles all of SABA-NC and SABA-NC Foundation finances, including budgeting, tracking investment accounts, preparing taxes or having them prepared, Secretary of State and IRS filings, processing reimbursements, making payments to vendors, Fellowship recipients and other organizations, and assisting members in resolving registration issues. Prior SABA-NC of SABA-NC Foundation board experience preferred.

**Committee Chairs**

**Communications Co-Chairs (2)**

The Communications Co-Chairs are responsible for SABA-NC’s entire web presence, which includes preparing and sending newsletters, and managing and regularly updating the website.

**Social Media Chair**

The Social Media Chair is responsible for managing SABA-NC’s social media presence.

**Endorsement Committee Co-Chairs (2)**

The Endorsements Committee Chair is responsible for leading a committee of SABA-NC members that vets judicial candidates who seek SABA-NC's endorsement, spotlighting notable SABA-NC members for awards and other honors, and organizing our annual Pathways to the Bench panel.

**Events Committee Co-Chairs (2)**

The Events Committee Chairs are responsible for organizing SABA-NC monthly happy hours, lunches and other networking events. The Chairs are expected to work closely with the In-House Programming Chair, Law Student Relations and Mentorship Chair and Social Justic Committee Chair to help plan practice area-specific events. A presence in each of San Francisco and Silicon Valley preferred.

**Membership Committee Chair**

The Membership Chair is responsible for recruiting and engaging SABA-NC members, promoting membership throughout the year, managing our membership platform, and assisting with dues collection.

**In-House Programming Committee Co-Chairs (2)**

The In-House Programming Chair is responsible for organizing programming with a focus on career growth and development of in-house attorneys, providing access to legal education programs targeted for in-house counsel, providing resources for members interested in pursuing careers in-house and fostering connections with other in-house counsel in the Bay Area.

**Law Student Relations and Mentorship Chair**

The Law Student Relations and Mentorship Chairs interface with local law schools and law student organizations to forge stronger ties with the South Asian Law Student Associations and other diverse organizations in the Bay Area. The Chairs are also responsible for organizing SABA-NC’s Mentorship Program with law students.

**Pro Bono Committee Chair**

The Pro-Bono Committee Chairs are responsible for coordinating and overseeing the staffing of our bi-monthly legal clinics, as well as organizing other pro-bono and volunteer opportunities. Chairs also develop and/or provide legal education opportunities and other resources to assist pro-bono and volunteer efforts and work with law firms to have volunteer time at the clinics recognized as pro bono hours. Chairs also staff weekend legal clinics in the event volunteers cancel.

**Social Justic Committee Chair**

The Social Justic Committee Chair is responsible for organizing programming with a focus on career growth and development of public interest and public service attorneys, providing access to legal education programs targeted for public interest attorneys, providing resources for members interested in pursuing careers in public interest and fostering connections with other public interest attorneys in the Bay Area. The Chair is also expected to work with the Communications Chair to draft press releases regarding notable immigration, equal access to justice or civil rights events that affect the South Asian community.

**Gala Committee Co-Chairs (2)**

The Gala Committee Chairs are responsible for organizing and executing SABA-NC’s annual gala. The responsibilities include securing a venue, selecting vendors, identifying speakers, raising funding, among others.

**General Board Member Responsibilities**

In addition to the responsibilities listed above, all board members of SABA-NC are expected to participate in monthly meetings, which include attending at least 4 meetings in person (COVID-permitting) in San Francisco or in Silicon Valley (the rest may be by phone), and fulfill their fiduciary obligations by making informed votes on issues that are presented to the Board.

1. Subject to change based on majority of Board availability. [↑](#footnote-ref-1)
2. Executive Board Members serve on the SABA-NC Board and the SABA-NC Foundation Board. [↑](#footnote-ref-2)