



## POSITION ANNOUNCEMENT: BOARD MEMBER

Community Legal Services in East Palo Alto (CLSEPA), a non-profit organization, offers transformative legal services that improve the lives of low-income families in East Palo Alto and beyond. We have six offices throughout the Peninsula, including in East Palo Alto, Menlo Park, Redwood City, Mountain View, Burlingame and San Francisco. We specialize in immigration, housing, workers' rights, and criminal records clearance. We achieve our mission through multiple innovative strategies, including community education, advice and representation, legal support for community groups, policy advocacy, and impact litigation. Our impact is magnified by the support we receive from hundreds of impassioned volunteers at law firms, corporations, and law schools, who donate millions of dollars in legal services annually.

### Essential Duties and Responsibilities of CLSEPA's Board Members

1. Organizational Mission & Strategic Decisions
  - Ensure clarity of CLSEPA's mission and vision
  - Guide and approve major policies, program changes, and strategic decisions
  - Guide and approve strategic plan
2. Leadership
  - Seek opportunities to promote CLSEPA and harness personal networks
  - Provide direction, support, evaluation and accountability to the Executive Director
  - Ensure that CLSEPA's leadership, systems, culture, and practices support the development of a diverse and effective team and support quality program delivery for diverse populations
  - Plan for leadership succession at the staff and Board level
3. Resources
  - Actively engage in fundraising for the organization
  - Provide expertise and/or access to expertise (functional and programmatic)
  - Ensure CLSEPA has resources for its current needs and long-range strategy
4. Organizational Performance
  - Review the results achieved by management as compared with CLSEPA's mission and strategic plan
  - Oversee financial and risk management
  - Perform an annual self-evaluation of own performance, as well as the Board as a whole, and take initiative to improve performance constantly

### Position Requirements

1. Strong commitment to serving low-income and under-served communities
2. Willingness to contribute meaningfully to CLSEPA's resources, including committing time, financial resources, access to networks and social capital, and/or hands-on support
3. Commitment to attending CLSEPA's five Board meetings per year (meetings are typically held on Thursday evenings in East Palo Alto) and participating on a committee (executive, fundraising, finance, or audit committee)
4. Commitment to serving a three-year term

### Preferred Qualifications (one or more of the areas below)

1. Strong ties to the East Palo Alto, Belle Haven, North Fair Oaks, Mountain View, or other communities served by CLSEPA in San Mateo and Santa Clara Counties
2. Experience with nonprofit governance (e.g., through a past leadership role as a board member or staff member at a nonprofit)
3. Strong fundraising connections and/or fundraising experience
4. Substantive knowledge and/or expertise in CLSEPA's practice areas, particularly immigration or re-entry services/criminal records clearance

**APPLICATION:** Please send a resume and a brief statement of your interest in being a Board member to [phil@clsepa.org](mailto:phil@clsepa.org) with the subject heading "Board Member."