

APALSA BOARD ELECTIONS GUIDELINES AND DEADLINES

Dear APALSA Members,

It's that time of the year again...BOARD ELECTIONS! Attached please find a list of the board positions and job descriptions. Below are some important guidelines and deadlines for the elections. Please read this notice carefully and calendar all election deadlines.

Open Nominations: Saturday 3/22 – Friday 3/28, 9PM:

- Submit all candidate nominations to Abigail via email at rivamonte@gmail.com. Note that you are permitted to nominate yourself for a position.

Nominations Closed Friday 3/28, 9PM:

- All nominations must be received by this deadline. Late nominations will not be considered. **No exceptions.**

Nominated Candidates Notified Via Email Saturday 3/29, 5PM:

- All candidates nominated for a position will receive an email from Abigail informing them of the position(s) that they've been nominated for.

Deadline to Accept or Decline Nomination Tuesday, April 1, 5PM:

- Nominated candidates have until this deadline to accept or decline the nomination(s).
- A candidate's decision to decline a nomination is final. A candidate cannot later request to be added to the ballot after declining the position previously.
- If a candidate does not respond to the nomination email by the deadline above their candidacy for that position will be declined.
- However, a candidate that has accepted a nomination is permitted to drop out of the race as late as the day of the election **Thursday, April 10**

Final Candidates Posted Wednesday, April 2:

- Final candidates posted. Please check the APALSA bulletin board and APALSA yahogroup email for the announcement.

Campaign Period: Wednesday, April 2 – Thursday, April 10:

- All candidates are permitted to campaign during this period.

Elections and Speeches Thursday, April 10, Room 101 12:15 – 1:15:

- All candidates are required to give a speech. Each speech is limited to 5 minutes.
- Must be present at the meeting to vote. No exceptions.

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New Board Members Announced, Thursday, April 10, 5:00 PM:

- New board members announced via APALSA yahoo group email.

APALSA Banquet: Saturday, April 12, 7:30 PM, R&G Lounge:

- It is mandatory that all newly elected board members attend the banquet.
- If you cannot attend the event due to a prior commitment please inform Abigail in advance of the conflict.

****Note that the job descriptions below were written by the current board chairs. If you have any questions please feel free to contact them individually for more information****

Position	Description
<p>President Executive Board Abigail Rivamonte rivamonte@gmail.com</p>	<p>The APALSA president is responsible for representing the interests of APALSA members to the University, the Law School Administration, Faculty, Alumni, and others. The APALSA president's duties include but are not limited to the following:</p> <ul style="list-style-type: none"> • Supervise the board and oversee all committee chairs; • Determine the annual budget with the Treasurer; • Determine the calendar of events for the year; • Preside over general meetings and board meetings; • Represent APALSA during SBA Senate meetings; • Delegate responsibilities to the board and/or APALSA members; • Promote APALSA events to the law school community and Bay Area legal community; • Promote Asian-American cultural awareness; • Sustain a positive working relationship with other student organizations especially our sister groups: BLSA, La Raza, KALSA, and PALS.
<p>Vice President Executive Board Jay Baik baikjay@gmail.com</p>	<p>The duties of the Vice-President entail providing close advice and support to the President and overseeing the performance of certain APALSA committees. While the VP doesn't have the specific, proscribed duties of secretary or treasurer, the position is made somewhat more difficult as you will have your fingers in every jar and will need to communicate regularly with everyone on the board. The VP is the sous chef while the President is the head chef. You will have to know what's going on with each committee and be prepared to step in and take over if the situation calls for it. Additionally, when special projects or assignments come up, you will be expected to undertake them at the</p>

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	President's request. You're there to support the President and the board and to pick up any slack or things that may slip through the cracks.
Treasurer Executive Board Sang Nguyen Mistersang@gmail.com	As treasurer, you will be managing APALSA's finances. This is a quite a task since APALSA is the largest student group on campus and we have the most events. The treasurer is in charge of creating a budget plan for all APALSA events at the beginning of each semester. The treasurer then submits a budget proposal to SBA to secure funding for each event. Responsible for collecting dues at the beginning of the year and securing additional funding through the dean's office, OCP or fundraising. In addition, the treasurer is in charge of compiling the outline CDs. This position requires someone who is responsible, well organized and personable – as you will need to develop a working relationship with the dean's office and SBA.
Secretary Executive Board Sun Kim sunkyung.kim@gmail.com	The APALSA secretary has the following duties: <ul style="list-style-type: none"> • takes minutes at board and general meetings; • posts announcements on the yahoo group listserv; • schedules room reservations for all events and meetings; • creates and posts fliers for events and general meetings; • maintains and updates the APALSA bulletin board; • checks for correspondence in the APALSA mail folder; • works closely with the APALSA executive board members including the President, VP; and Treasurer.
Professional Chair Board Waymond Ngai waymondngai@yahoo.com	Responsible for 2-3 events per semester on topics that promote professional development. Typical events are panel discussions and networking events. Past examples of events include the Speed networking event and How I got my summer 1L job panel. Must develop a good working relationship with OCP and attorneys.
Community Chair Board Richard Kim RichardKim417@gmail.com	Mentorship Program <ul style="list-style-type: none"> - arrange mentor/mentee pairing - make sure mentors are getting in touch with mentees and taking them out for coffee or a meal at least in their first meeting - arrange mentor/mentee mixers - send out email notifications and events and follow up with the mentor/mentee pairings Organize Community Service events (minimum 2 per semester)

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<p>AABA Rep (2 positions) Board Jane Kespradit jkesprad@gmail.com</p> <p>Jon Zaul iczaul@gmail.com</p>	<p>The AABA Representative is the face of APALSA at all AABA events. This position requires an individual who loves to network and is able to recruit attorneys to assist APALSA in professional development. The AABA Representative is required to attend all AABA sponsored events. The AABA representative acts as a liaison between the two organizations and volunteers at AABA functions.</p>
<p>Activities Chair Board Keenan Ng keenan.ng@gmail.com.</p>	<p>As Social Chair, your position entails feeding the APALSA troops. It is your job to make food orders and deliver food to the general meetings. Keeping all the dates in mind and basing your schedule around it for those key dates (approximately 6 times or so...) is the most challenging part. This means you do need a car. To be honest, it's actually not a particularly difficult job and is an easy way to contribute and participate in the decision making of the Board, likely the most rewarding aspect of the position. As opposed to other positions which require recruiting other students, lawyers, etc., coordinating room dates, etc., this position is entirely self sufficient and has very little pressure. So, to sum up, bring food, be a part of the Board-good times all around.</p>
<p>Bay Area APALSA Rep Board Debbie Sheen debstar@gmail.com</p>	<p>Serves on the Bay Area committee for the BAAPALSA Conference. Conference serves to connect Bay Area law students, attorneys, and judges, as well as discuss important issues relevant to APIA lawyers in their practice. Duties include:</p> <ul style="list-style-type: none"> • Attending monthly committee meetings (Conference is usually in February & planning begins in October) • Organizing a panel on topic of your choice. Soliciting panelists to participate. • Promote the conference at USF and get students to register for the conference
<p>Culture Day Chair Board Ryan Leong ryanleong@gmail.com</p>	<p>As Culture Day Chair you and your committee will be in charge of procuring food, decorations, entertainment, and advertisement for culture day. You will also act as liaison with the Deans office to coordinate dates, tables and any peripheral equipment needed for the event.</p>
<p>Technical Chair Board Stephen Hew stephen.hew@gmail.com</p>	<p>As Technical Chair your responsibilities include:</p> <ul style="list-style-type: none"> • Maintenance and updating of the APALSA Website, • Receiving proper training on video/computer/overhead projector equipment in the Kendrick classrooms; • Taking photos at events.

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	As with all other chairs, the position includes helping out during events and fundraisers and whenever extra help is required. Scientific or engineering background not required!
1L Reps Board (elections held in Fall '08)	1L Representative Description: 1) Attend all Board, General and Committee Meetings. 2) Represent their class section at General and Committee Meetings. 3) Inform class section members of APALSA events, programs, and services. 4) Perform any other duties as reasonably delegated by APALSA board members.

Please direct all questions to Abigail Rivamonte rivamonte@gmail.com