



CALIFORNIA
WOMEN IN
HOMELAND
SECURITY

Board Member Application

Volunteer Position Desired:

Director of Programs

Director of Membership

Name of Nominee:	
Agency or Organization:	
Title:	
Address:	
Phone Number:	E-mail:
Are you a member of CA-WHS?	
Are you a member of a CA-WHS Committee?	
Which Committees?	

1. We would like to get to know you better. What are your current extracurricular commitments (volunteerism, hobbies, etc.)?

2. How much time per week can you dedicate to the Board position you are applying for? (Minimum 1 hour/week)

of hours



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3. Do you have the capacity to support the organization at in-person and virtual events?

4. How do you foresee yourself contributing to the Board and organization? For example, bringing your expertise in a topic or skill.

QUALIFICATIONS:

CA-WHS Board of Directors:

Required Qualifications for Office:

1. Candidate must be a member in good standing with CA-WHS.
2. The candidate is an active member of the association and must provide demonstrated contributions to CA-WHS:
 - a. She has been actively involved with a CA-WHS standing committee within the last six months.
 - b. For candidates unable to meet the criteria of (a) listed above, the candidate must provide an endorsement of unique skills that benefit the CA-WHS organization.
3. The candidate is willing to donate time and effort to carry out the duties of a Board Member.
4. The candidate is willing and able to travel to Board and Committee



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- meetings and events (throughout the state).
5. **Professional experience or academic background in homeland security or crisis management**
 6. **Strong desire to support and be engaged in supporting women in our industry**
 7. **Agrees to adhere to the policies of the organization and dutifully represent CA-WHS.**

Board meetings are typically held on the second Friday of each month on Zoom from 12:00 pm. to 1:30 p.m. Committee meetings usually occur virtually as well. Attending and supporting in-person events may require additional time or travel.

You are expected to attend 75% of Board meetings and virtual special events, which are held bi-monthly, and the Annual Awards Ceremony, which is once a year unless otherwise stated.

Expectations

- a) **Carry out the duties and goals identified for their position as indicated in the CA WHS Bylaws and in the Candidacy Statement provided during elections.**
- b) **Attend at least three (3) CA-WHS-hosted events per year¹. Two of the events may be virtual, and at least one in-person event, such as the Annual Awards Ceremony.**
- c) **Attend no less than nine (9) Board monthly meetings per term.² For each Board meeting, provide an update on the position's responsibilities, including a monthly update and an update on goals articulated in the candidacy statement and other key events.**

¹ Assumes 5-6 WHS hosted events per year

² Assumes 12 monthly meetings per year



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- d) Responsible for the timely completion of deliverables as indicated in the CA-WHS Task Tracker.
 - a. Provide a status update on the CA-WHS Task Tracker. If no action has been taken, indicate “no update.”****
- e) Advise the Secretary if you are unavailable or will not be able to respond in a timely fashion.**
- f) If a Board member cannot attend a meeting, that Board member is responsible for providing a report on their position and their deliverables at least one day before the meeting.**



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REQUIRED DOCUMENTATION:

Attach a Word document containing the following information:

1. SERVICE TO CA-WHS AND EXPERIENCE

In 300 words or less, please describe, in detail, your service to CA-WHS (committee involvement- including time served on the committee and projects, tasks, or duties undertaken. Please include positive outcomes from involvement.) Additionally, describe in detail the skills, experience, knowledge, and/or benefits that you will bring to the Board of Directors.

2. BALLOT INFORMATION

*In 150 words or less, please describe your qualifications and interest in being nominated for the CA-WHS Board of Directors. **PLEASE NOTE:** This copy will be used on the official ballot that is distributed to CA-WHS members.*

This Nomination Form must be received by **5:00 pm, Friday, March 8, 2024.** Email:

admin@ca-whs.org

Reviewed for completeness by the Nomination Committee _____ by _____
Date Name/s

- Contacted for more information
- Does not meet minimum requirements
- Approved for ballot



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Director of Membership

Position Description

The Director of Membership oversees the recruitment of prospective members and promotes membership experience.

Responsibilities

- Attend Monthly Board Meetings
- Report out on monthly activities
- Check CA-WHS email twice a week (minimum)
- Download the Membership list from Mighty Networks and upload it to the Squarespace Email Distribution list or send it to the Public Affairs Director to upload (weekly)
- Recruit, coordinate, and lead a proactive and engaged Membership Committee
- Participate in CA-WHS events
- Promote/Advertise CA-WHS to prospective members
- Develop and manage membership recruitment efforts
- Welcome new members to the organization
- Manage new member questions regarding their profiles
- Develop and manage processes for regularly identifying member needs
- Develop and manage processes for member feedback on programs and services
- In coordination with the President, develop the Annual Membership Survey
- Report bi-monthly reports on membership status to the Board
- Manage the membership portal on Mighty Networks
- Serve as a collaborative partner to other CA-WHS Board Members
- Share member information with corresponding sub-committees

Term & Time Commitment

Current through August 31, 2025

10-15 hours/month



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Director of Programs

Position Description

The Director of Programs ensures the planning, coordination, and facilitation of CA-WHS programs and events, securing speakers, event logistics, and engaging membership in event participation.

Responsibilities

- Attend Monthly Board Meetings
- Report out on monthly activities
- Check CA-WHS email twice a week (minimum)
- Participate in CA-WHS events
- Coordinate, at a minimum, quarterly virtual CA-WHS-hosted events.
- Coordinate semi-annual in-person CA-WHS-hosted events, including the annual CA-WHS Athena Awards Ceremony.
- Chair Programs Committee.
- Manage Vice Chair(s).
- Coordinate with partners to create co-sponsored events
- Recruit, coordinate, and lead a proactive and engaged Programs Committee
- Facilitate event meetings with speakers and conduct tech checks.
- Coordinate with Board Members, including Sponsorship and Public Affairs in the development and execution of events.
- Coordinate with the Treasurer to develop the event budget and ensure that the event remains within budget.

Term & Time Commitment

Current through August 31, 2025

10-20 hours/month