Applying for a position on the PILA Board is a two-part process. **First, a copy of your application and resume are due at 5 p.m., Wednesday, March 20 to Jessica Klein at Jessica.Klein.87@gmail.com. Second, you will receive an assigned interview time via email scheduled based on your answer to Question 8 below. Interviews will be scheduled for the afternoon or night on Monday, March 25, 2013.**

Please answer the following questions in 1-3 pages, along with your resume.

1. Name, year, email address and telephone number.
2. What position(s) are you interested in? Please rank them and indicate if you have a strong preference for one over the others (or alternatively, if you have only a slight or negligible preference for one over another). You may apply to as many positions, or as few, as you like. The 15 Board positions are described on the following page.
3. Why are you interested in serving on the PILA Board?
4. What do you think the Board’s priorities should be for strengthening public interest law and public service at the Law School? What specific ideas do you have for how PILA can address those priorities (i.e., a new event or how an existing initiative could be improved)? Be as specific as possible about tangible steps that could be taken. Don’t be afraid to get creative!
5. Why are you interested in the position(s) you listed? What ideas do you have for implementing the goals of the position(s) you ranked? Be as specific as possible.
6. What attributes, skills, and experience would you bring to the position(s) you ranked? To the Board as a whole? Be as specific as possible about any fundraising, event-planning, or organizational experiences you bring to the table.
7. What other time commitments do you anticipate for the 2013-2014 school year? Please list the other groups, clubs, activities, or programs you will be part of next year.
8. Interviews with the 15-person PILA Board will be held Wednesday, April 4 between 1 and 11 p.m. Please indicate any times on Monday, March 25 from 9a.m.- 9p.m. when you *will not* be available. You will be assigned an interview time based on the schedule you provide, and notified of your interview time via email. Please note that dress for the interview is casual.

Applicants will be notified of the Board’s decision by Friday, March 29.

**Note that you do not need to be a PILA Grantee in order to apply for a Board position**. Every year, individuals who have not received PILA grants are selected to serve on the Board.

You are strongly encouraged to speak with current Board members if you are interested in applying for their positions. This will help you better understand the positions and the commitment associated with serving on the PILA Board. We are hosting an open house on Monday, March 18 from 12pm-2pm in the PILA Office. Feel free to contact board members otherwise if you cannot make it. Current board members are:

President: Jessica Klein Jessica.klein.87@gmail.com

Disbursement Director: Danny Guarnera Daniel.guarnera@gmail.com

Membership Directors: Kim Rolla Kimberly.rolla@gmail.com

Dana Tapper tapper.danny@gmail.com

Fundraising Directors: Maury Riggan riggjm5@gmail.com

Robyn Bitner robyn.bitner@gmail.com

Sarah Buckley sarahabuckley@gmail.com

Lisa Marshall lmm9dy@virginia.edu

Auction Directors: Rebecca Cohn rsc4k@virginia.edu

Shimmy Edwards lke3ya@virginia.edu

Julianne Jaquith julianne.jaquith@gmail.com

Emily Kveselis elk3kc@virginia.edu

Lance Murashige lance.murashige@gmail.com

Treasurer: Romy Kim sk5jp@virginia.edu

Alternative Spring Break: Thom Silverstein thom.silverstein@gmail.com

Good luck! If you have any questions, please [contact](mailto:contact) Jessica Klein at [Jessica.Klein.87@gmail.com](mailto:Jessica.Klein.87@gmail.com).

Public Interest Law Association Board Position Descriptions

The mission of the Public Interest Law Association (PILA) is to promote public interest law at the Law School by fostering a community for students interested in public interest law and raising funds for summer fellowships for students working in low-paying & volunteer summer positions in the public sector.

**Expectations of All Board Members:**

* Serve on the Board from the time of selections in April 2012 until May 2013.
* Initiate and carry out general PILA activities, as well as any duties particular to your position on the Board.
* Attend meetings with the entire Board (approximately twice a month).
* Participate in the spring fellowship process by reading all applications, conducting interviews and choosing PILA fellowship recipients. ***You must be able to prepare for and attend fellowship deliberations in order to be a Board member***. ***The spring round of fellowship deliberations typically takes place on the 3rd or 4th weekend in February.***
* Participate in the selection of the PILA Board for the following year.

**Individual Position Descriptions\*:**

**President**: The President is responsible for managing day-to-day PILA activities, assisting Board Directors with their projects as needed, and serving as the liaison to the Public Service Center, Dean, and Law School Foundation. He/she schedules and leads Board meetings and handles correspondence and lobbying on behalf of PILA. He/she keeps track of fellowship recipient hours and administers the Board interview process. Returning 2L Board members are strongly preferred for this position.

**Auction Directors** (5 positions): The Auction Directors schedule, promote, prepare a budget for and manage all other details related to the Auction, including soliciting donations, finding faculty auctioneers, organizing summer fellowship recipients as volunteers, and coordinating payment collection for winning bids, among other important details. The Auction will take place in early November of 2012. Auction-related tasks begin in the summer and extend into the spring semester following the Auction.

**Disbursement Director**: The Disbursement Director administers the interview and application processes for summer fellowships, and provides assistance to students seeking alternative sources of funding. A selection process occurs in the spring. Returning 2L Board members are strongly preferred for this position.

**Membership Directors** (2 positions): The Membership Directors promote and develop the public interest law community at the Law School. They coordinate the fall and spring PILA kick-offs, Service Days, the 1L representative program, the alumni newsletter, panels, potlucks, and other social and networking activities at their discretion and at the discretion of the Board more generally.

**Fundraising Directors** (4 positions): The Fundraising Directors initiate and administer all PILA fundraising projects other than the Auction, including fall and spring book and study guide sales, the Law School Travel and Accommodation Reimbursement (L-STAR) Program, the Graduation Weekend Housing program, the Pong for PILA tournament, 3 on 3 basketball, Restaurant Nights, Trivia and other fundraising drives.

**Treasurer**: The Treasurer manages all money coming into and out of PILA coffers, which is in recent years more than $300,000 per fiscal year. He/she must work closely with the Law School Foundation and President to maintain PILA’s bank account(s) accurately, and to keep the Board apprised of account balances, expenses and earnings for grant disbursements and deliberations purposes.

**Alternative Spring Break (ASB) Director**:The ASB Director manages and directs all aspects of PILA's annual Alternative Spring Break. Her/his goal is to provide at least 60 UVA law students with meaningful pro bono experiences working for public sector legal organizations around the state and region. This requires establishing relationships with 8-10 host organizations. She/he must work closely with the President and Membership Directors to make sure that Alternative Spring Break programming is not in conflict with other PILA programming.

**\* NOTE**: While these descriptions give a picture of the responsibilities involved with each position, you are strongly encouraged to contact someone who currently holds a position to get more comprehensive information on the duties and time commitment involved.