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., Friday, March 20, 2015 to Sejal Jhaveri at sejal.p.jhaveri@gmail.com. Second, you will receive an assigned interview time via email based on your answer to Question 8 below. Interviews will be scheduled for the evening of Wednesday, March 25, 2015.**

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 17 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 2014-2015 school year? Please list the other groups, clubs, activities, or programs you will be part of next year.
8. Interviews with the 17-person PILA Board will be held Wednesday, March 25, 2014 between 6 pm and 11 pm. Please indicate any times on Wednesday, March 25th 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 Saturday, March 28, 2015.

**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. Feel free to contact board members.

Current board members are:

President: Sejal Jhaveri sejal.p.jhaveri@gmail.com

Disbursement Director: Rory Erickson-Kulas rfe2fz@virginia.edu

Membership Directors: Nora Diamond nora.s.diamond@gmail.com

Maria Slater slater.mas@gmail.com

Megan Durkee mmd6a@virginia.edu

Fundraising Directors: Katie Bogle kmb8ty@virginia.edu

Tom Barnes tlb8nw@virginia.edu

Megan Watkins mnl5wt@virginia.edu

 Cait Yana cay4av@virginia.edu

Auction Directors: Elizabeth D’Aunno ejd7de@virginia.edu

 Aly Pont acp5qx@virginia.edu

 Reedy Swanson reedyswanson@gmail.com

Ashley Clinton agc3ct@virginia.edu

Morgan Lingar mtl2fe@virginia.edu

Treasurer: Courtney Miller cm5wd@virginia.edu

Alternative Spring Break: Ben Seel bms7bt@virginia.edu

Sponsorships & Donations: Eric Tesler emt5fz@virginia.edu

Good luck! If you have any questions, please contact: Sejal Jhaveri at sejal.p.jhaveri@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 March 2015 until April or May 2016.
* 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 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. A Returning 2L Board member is strongly preferred for this position.

**Disbursements Director**: The Disbursements 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. A returning 2L Board member is strongly preferred for this position.

**Auction Directors** (6 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 other important details. The Auction team has roles for school solicitations and business solicitations as well. The Auction team also runs the professor auction and the mini-auction in the spring. The Auction will take place in early November of 2015. Auction-related tasks begin in the summer and extend into the spring semester following the Auction.

**Membership Directors** (6 positions): The Membership Directors promote and develop the public interest law community at the Law School. They coordinate the fall PILA kick-off, Service Days, the 1L representative program, the mentoring program, the alumni newsletter, panels, potlucks, and other social and networking activities at their discretion and at the discretion of the Board. The membership team will also work liaise with the Public Service Center and other student groups. They may also be involved in some fundraising roles including Trivia Nights and the Book Sale. The goal of this fundraising is to raise money for PILA while also providing a service to the law school community. One or more members of the team will work to coordinate the Alternative Spring Break project. The goal of ASB is to provide meaningful pro bono experiences working for public sector legal organizations. One member of this team will serve as the team leader.

**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.

**Sponsorships & Donations Director:** The Sponsorships & Donations Director works with all other board members in order to obtain donations from local business and law firms to help support PILA’s fundraising efforts. He/she can organize individual PILA events that are co-sponsored with donors, such as a LexisNexis points drive or a fashion show with Talbots. He/she is also primarily responsible for soliciting law firm donations for the annual Auction each November.

**Publicity Director:** The Publicity Director will work closely with the Auction team to help organize the auction video and program. He/she will also work with the rest of the board to help alert the student body of events through social media and other methods of publicity.

**\* 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. The structure of the PILA board has changed for the upcoming year so it does not perfectly match the list for the current board. We recommend that if you are interested in a membership position, you reach out to someone on the membership team as well as someone on the fundraising team. In addition, the incoming board will have some flexibility to change the roles of each team as needed.