Thank you for your interest in joining the PILA Board. Applying for a position on the PILA Board is a two-part process. **First, your application and resume are due at 5 p.m., Thursday, March 17, 2016 to Reedy Swanson at reedyswanson@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 Monday, March 21, 2016.**

The application consists of a Word document answering the following questions in 1-3 pages total (single spaced), along with your resume (please ***DO NOT*** include GPA information).

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 16 Board positions are described at the end of this application.
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 initiative 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 event-planning, fundraising, or organizational experiences you bring to the table.
7. What other time commitments do you anticipate for the 2016–2017 school year? Please list the other groups, clubs, activities, or programs you will be part of next year.
8. Interviews with the full PILA Board will be held Monday, March 21 between 5 pm and 11 pm. Interviews will last approximately 10 minutes. Please indicate any times on Monday, March 21 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. If you do not provide any conflicts, we will assume that you are available *anytime* during that window. Please note that dress for the interview is casual.

You are free to organize the answers to these questions in any way that makes sense to you.

Applicants will be notified of the Board’s decision by Friday, March 25, 2016.

**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. Of course, if you happen to be a grantee, service on the PILA Board is one way to fulfill your obligation to PILA for the following school year.

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 position and the commitment associated with serving on the PILA Board. Contact information for current board members is listed on the next page.

Current board members are:

President: Reedy Swanson reedyswanson@gmail.com

Disbursement Director: Morgan Lingar mtl2fe@virginia.edu

Membership Directors: Matt Carroll mmc9ck@virginia.edu

Michelle Garafalo mng8sy@virginia.edu

Teresa Hepler trh7ge@virginia.edu

Ryan Pavel rap5sf@virginia.edu

Aly Pont acp5qx@virginia.edu

Cait Yana cay4av@virginia.edu

Auction Directors: Alex Haden ach7pa@virginia.edu

 Danny Cohen dsc2mz@virginia.edu

Jasmine Esmailbegui je2bf@virginia.edu

Liz Hoffman ejh2hu@virginia.edu

Peter Kye pk5gh@virginia.edu

Matt Schneider mds6fe@virginia.edu

Treasurer: Daniel Boger dnb5ef@virginia.edu

Publicity Director: Lizzie Douglas esd2xs@virginia.edu

Good luck! If you have any questions, please contact: Reedy Swanson at reedyswanson@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 and volunteer public sector summer positions.

**Expectations of All Board Members:**

* Serve on the Board from the time of selections in March 2016 until May 2017
* Carry out the duties of your position on the Board and assist the other Board members as necessary to fulfill PILA’s mission
* Attend regular meetings with the entire Board (at least once per month)
* Participate in the selection of the PILA Board for the following year

**Individual Position Descriptions\*:**

1. **President** (1). The President shall manage the administrative affairs of PILA in an organized and efficient manner. To this end, he or she shall institute and facilitate internal policies and practices that ensure the operation of PILA in a professional manner. The President shall also maintain the institutional records, files, and correspondence of PILA. The President shall keep track of the number of hours worked by grantees as well as enforcing grant forfeiture repayment policy. He/she also runs the Board selection process. In addition, the President shall act as general representative of PILA when necessary and appropriate.

2. **Auction Directors** (6). The Auction Directors shall coordinate, promote, and manage all aspects of the annual Benefit Auction fundraiser. It is at the discretion of the Auction Committee or the outgoing Managing Board of Directors to select a Lead Auction Director. The entire Auction Committee shall keep the Board regularly informed of the status of the Auction throughout the year, including Auction expenses, and shall maintain all Auction records and files. In addition, the Auction Directors shall continually research and implement improvements to the Auction and its planning process.

3. **Disbursement Director** (1). The Disbursement Director shall coordinate and oversee the PILA Grant selection and disbursement processes for first- and second-year law students. The Disbursement Director shall, with the Public Service Center and Law School Foundation, obtain information necessary to propose an appropriate value for fellowships and other disbursement policies, and represent PILA during the grant award process. The Disbursement Director shall maintain accurate records of the number and status of grant recipients, keeping the Board apprised of such information. The Disbursement Director shall assist students in searching for and applying for alternative sources of funding, and will update PILA’s “Additional Sources of Funding” document.

4. **Membership Directors** (6). The Membership Directors shall propose and organize events to create a supportive community of students to encourage and educate about the pursuit of public interest law as a career or on a pro bono basis. It is at the discretion of the Membership Committee or the outgoing Managing Board of Directors to select a Lead Membership Director. The Membership Directors shall organize forums for students interested in public interest law to meet each other and discuss issues involving public interest law. The Membership Directors shall lead and oversee the 1L Representatives Committee and will implement and oversee other Membership Committees. The Membership Directors shall also lead and oversee the public service mentoring program. The Membership Committee shall oversee the organization and implementation of the Alternative Spring Break program. The Membership Committee’s programming may include revenue-raising events.

5. **Treasurer** (1). The Treasurer shall oversee all matters related to accounting of PILA finances in a responsible, efficient, and accurate manner. The Treasurer shall keep the Board informed periodically of all funds and resources available to PILA and shall prepare appropriate financial reports whenever necessary. In addition, the Treasurer shall maintain all financial records, files, and correspondence relating to PILA expenditures and receipts.

6. **Outreach Director** (1): The Outreach Director shall be primarily responsible for securing law firm and business sponsors for all events. He/she shall work with all other teams to secure outside funding for each PILA event in order to lower costs and add to surplus used to fund grants. The Outreach Director shall also work closely with all committees to ensure that PILA’s events and programming, including the Auction, are well publicized. The Outreach Director shall consult with the entire Board to advance PILA’s profile and reputation throughout the Law School.

**\* 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 the Outreach Director position you contact Lizzie Douglas as well as Reedy Swanson.