

To Whom It May Concern:

Capital Adoptive Families Alliance (CAFA) is pleased to announce that we are seeking to add to our small but active board. We have experienced a lot of growth in the past few years and need to grow our board accordingly.

CAFA is a 501c3 non-profit that support families in which the children are not being raised by their biological parents. We have been in business since 2009. Our board, staff and volunteers have all been touched by adoption, guardianship or kinship. Our primary goal is to keep children thriving in their homes through various programs and events including; respite, support groups, training, and family events. For more information about who we are, please see our website at capadoptfam.org.

We are seeking board members that will be engaged in the activities of CAFA. Our expectations are as follows:

There is a minimum 2-year term with the opportunity to continue.

- Each member will sit on one committee such as; Fund Development, Program, Diversity Equity and Inclusion, and Executive Committee.
- Our board and committees meet monthly. Applicants must be able to attend a minimum of two board meetings per month. The majority of our meetings are via Zoom, occasionally our board meetings are in person.
- Ensure compliance with legal and fiduciary duties to the organization
- Develop and support the internal controls, policies, procedures, goals and a strategic plan for the organization
- Advance and advocate for the mission of the organization including donating own time, resources or skills
- Vote on all resolutions, motions, elections and annual budget
- Help in the recruitment and growth of the board

A cover letter is helpful but not necessary.

Thank you for your interest,

Laura Stillmunkes
Executive Director
Capital Adoptive Families Alliance

