



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

JOHN A. SALVADOR
CHIEF OPERATING OFFICER

2 September 2020

MEMORANDUM FOR ALL CAP SENIOR MEMBERS

FROM: CAP/COO

SUBJECT: Civil Air Patrol Board of Governors Member-at-Large

1. CAPR 35-9, *Board of Governors, Wing and Region Commander Selection Procedures*, states that when a vacancy in one of the four CAP Member-at-Large positions is known, an announcement will be made to the general membership. These Members-at-Large serve a three-year term and are eligible for extension beyond their original appointment. Colonel J. Bradford Lynn will be stepping down from the Board of Governors on 28 February 2021. In order to select a replacement in time for the selectee to observe the December Board of Governors' meeting, we must begin the selection process now. CAP members may nominate themselves to serve on the Board of Governors to fill this position. Minimum requirements are:

- Senior member in good standing
- CAP grade of major or above
- Earned the Paul E. Garber Award (Level IV)
- Have at least 5 years Civil Air Patrol membership

2. Individuals currently serving as: commander, vice commander, or chief of staff at national, region or wing level; a member of the National Commander's staff; or a corporate employee may apply, but if selected, must resign their position prior to accepting the Board of Governors position. Additionally, former National Commanders may apply if they have greater than six years since the conclusion of their term as National Commander.

3. The member chosen to fill this vacancy will go through the membership rescreening process.

4. Interested members are asked to submit the following in their application package:

- a. Letter requesting consideration and a brief summary of qualifications. Letters typically should not exceed one page.
- b. CAP resume (other qualifications that have a direct relationship to CAP and the Board of Governors may be included).
- c. Written reply to the questions attached to this announcement.

5. Applications must be sent to the CAP Senior Advisory Group through HQ CAP/DP by email to HQCAPDP@capnhq.gov or by mail at the address listed below. If responding by email, enter "BoG Nomination – *Your Name*" as the subject line. Please note that regular mail delivery has

been affected by the COVID-19 pandemic so electronic applications are highly encouraged. **Applications must be received by National Headquarters not later than midnight Central Time on 2 October 2020.** Applications received after this time will not be considered.

HQ CAP/DP
Attn: BoG Nominations
105 South Hansell Street
Maxwell AFB AL 36112-5937

6. All requests for consideration will be reviewed by the CAP Senior Advisory Group in accordance with the procedures outlined in CAPR 35-9. A Member-at-Large pre-selection committee appointed by the National Commander will review and rank all submitted application packages. Candidates will be ranked by their accomplishments within and outside CAP, proven leadership and business experience, and any other qualities deemed vital by the BoG or CAP/CC at the time the vacancy is announced. Following their review, the committee will forward the three to five most qualified candidates' packages to the CSAG. The CSAG will review the packages and conduct interviews on 7 November during their meeting at Maxwell Air Force Base, Alabama. Interviews will be conducted by the entire CSAG. The intent is to hold in-person interviews for the selected candidates. Travel and lodging expenses will be reimbursed by the Corporation. If the COVID 19 conditions do not allow in-person interviews, virtual interviews will be conducted through Microsoft Teams. Additional details explaining the selection process are included in the attached selection guide. The selectee is expected to attend the 15 December Board of Governors meeting.

7. Contact Ms Susan P. Parker, at (334) 953-4255, or by email at sparker@capnhq.gov if additional information or assistance is required.



JOHN A. SALVADOR
Chief Operating Officer

Attachments:

1. BoG Member-at-Large Candidate Questionnaire
2. CAP BoG Application and Selection Guide

Board of Governors Member-at-Large Candidate Questionnaire

1. What do you perceive your role to be as a CAP Member-at-Large on the Board of Governors?
2. What is your leadership philosophy and how will you apply it in your role as a Board of Governors member?
3. What specific qualities and experience do you have that will aid you in serving as a member of the Board of Governors and distinguish you from other qualified candidates? Include evidence of your ability to serve at a strategic level with senior Air Force and industry executives.
4. In your opinion, what are the challenges CAP faces during the next 3 years?
5. Why do you desire to serve on the CAP Board of Governors?



CAP Board of Governors

Application and Selection Guide

Civil Air Patrol and the CAP Senior Advisory Group (CSAG) are looking for those special individuals that have the skills, abilities, and experience to sit on the Board of Governors (BoG). These individuals must be strategic thinkers who are willing to push themselves to make CAP better.

Selection to the Board of Governors is open to all senior members that meet the minimum requirements as set forth in CAP Regulation 35-9. This guide will answer some of the key questions all members should know before applying.

Board of Governors

The Board of Governors is the governing body of Civil Air Patrol and it establishes policy and directs the affairs of the corporation through its varied committees. The standing committees are:

Audit Committee – conducts financial oversight of the corporation’s financial reporting, integrity, and reviews CAP yearly budgets.

Governance Committee – responsible for the continuing review of the operation and effectiveness of the Board of Governors.

Personnel Committee – responsible for coordinating, monitoring, and recommending committee assignments. In addition, the committee helps the BoG assess the performance of the CAP CEO and COO.

The Board of Governors is composed of eleven members. Four of the members are appointed by the Secretary of the Air Force. These members are often active duty and retired senior military officers or high-ranking civilian DOD employees. There are three members who are Industry, Government, or Education representatives, appointed jointly by the Secretary of the Air Force and Civil Air Patrol. The final four Board of Governors members are CAP members selected by the CAP Senior Advisory Group (CSAG). These diverse backgrounds give the Board an exceptionally broad breadth of experience.

The Board of Governors is assisted by the CEO/National Commander and the CAP-USAFA Commander, who act as advisors to the Board. The Executive Secretary for the Board of Governors is the CAP Chief Operating Officer.

Time Requirements

Service on the Board of Governors is unlike any other assignments in Civil Air Patrol. Because of its strategic responsibilities, the Board of Governors is a challenging environment that will make demands on your time and attention.

The Board of Governors meets a minimum of three (3) times a year to perform its normal duties and responsibilities. Regular meetings are generally held in April, August, and December. Special meetings of the Board of Governors may be called by the Chairman of the Board of Governors for such times and at such places as the Chairman may determine or, upon written request to the Chairman by a majority of the Members of the Board of Governors. This is in addition to in-person and virtual committee meetings.

Board of Governors Member-at-Large Selection Process

When a member-at-large vacancy is anticipated or occurs unexpectedly, CAP/COO will direct CAP/DP to issue an announcement seeking applicants for the vacant position(s). CAP/DP will, at a minimum, notify the general membership via the National CAP website and request each Command Council member disseminate to their subordinate commands. CAP members must self-nominate to serve on the Board.

Vacancies will be announced for a minimum of 30 days with a specified closing date. Candidates must submit to CAP/DP their electronic or hard copy application package by midnight (Central Time) of the closing date to include all required documentation as stated in the announcement.

CAP/CC will appoint a member-at-large pre-selection committee to review and rank all submitted application packages. Candidates are ranked by their accomplishments within and outside CAP, proven leadership and business experience, and any other qualities deemed vital by the Board or CAP/CC at the time the vacancy is announced. Those ranked highest will be invited to meet with the CSAG for a virtual interview.

Minimum Requirements

- CAP senior member in good standing.
- Hold the grade of Major or above.
- Have been awarded the Paul G. Garber Award.

- Have at least five years of CAP service.

Desired Qualities of Applicants

Applicants can come from any unit in CAP and do not need experience in CAP command or service on National staff or committees. While each candidate brings unique skills and experience to CAP, the following are a list of desired qualities for application to the Board of Governors.

- Understanding of CAP's three fundamental areas: Emergency Services, Cadet Programs, and Aerospace Education.
- While a financial degree is not needed, demonstrated understanding and experience in business financial management and budget planning is desired.
- Ability to work with others as a team.
- Demonstrated ability to work on cross-functional teams and sub-committees.
- Command or Management experience.
- Experience working with governing boards, not-for-profit experience preferred.
- Demonstrated experience with high level Strategic Planning.
- Any other skill, experience, or ability that will enhance the operation of the Board of Governors and further the CAP corporation.

Interview Process

If selected for a virtual interview with the CSAG you should plan to be properly attired in either the Air Force uniform with service coat or corporate blazer equivalent.

This is your opportunity to explain to the CSAG why you would be the best candidate for the Board of Governors. Be prepared to explain the items and experiences stated on your resume and application package.

Following are some of the areas you and the CSAG may discuss during the interview:

- What do you perceive your role to be as a CAP member-at-large on the Board of Governors?
- What is your leadership philosophy and how will you apply it in your role as a Board of Governors member?
- What experiences in your background have prepared you to serve at a strategic level with senior Air Force and industry executives on the Board of Governors?
- What are the specific qualities and experiences you have that will aid you in serving as a member of the Board of Governors and distinguish you from other qualified candidates?

Upon completion of interviewing all candidates, the National Commander will notify those that have been selected and those that have not.

If selected, you will be required to travel to NHQ for Board Member training by the National Staff.

Expenses

Any expenses incurred by the candidate to participate in the interview is the responsibility of the candidate.

If selected, Board Member expenses, including training, will be paid by National Headquarters.