

## **ANNOUNCEMENT CONCERNING THE CHIEF EXECUTIVE OFFICER/NATIONAL COMMANDER SELECTION PROCESS**

- 1. Call for Nominations.** On behalf of the CAP Board of Governors and all the members of CAP, I am pleased to announce the selection process for the next Chief Executive Officer, who will also serve as the National Commander of CAP. The successful applicant will succeed the current National Commander whose term expires 15 August 2017. The new Chief Executive Officer will be appointed by the Board of Governors to a three year term.
- 2. Overview of the Process.** The Board of Governors will use the procedures required by Article XIII of the CAP Constitution and Section 15 of the Bylaws. In essence, qualified officers will self-nominate by sending an application packet, including all of the required documents, to CAP's Chief Operating Officer, at National Headquarters to arrive no later than Friday, April 14, 2017. The Board's Personnel Committee will perform the initial screening of the applicants, including gathering input from the National Advisory Committee, CSAG, and others. The top candidates will be presented to the full Board of Governors for final interview and selection. Every effort will be made to conclude the selection process in time to allow an orderly transition at the Summer Command Council and Annual Conference in August.
- 3. Qualifications.** The *minimum* qualifications for the position are described in Article XIII of the CAP Constitution, and include current CAP membership in good standing, served as a CAP Wing Commander who completed his/her term of office other than due to a removal for cause, completion of Level V of the CAP Professional Development Program, and a bachelor's degree (or higher). In addition to the minimum qualifications, the Board of Governors has established additional desirable qualifications including demonstrated experience in leading large organizations, experience in all of CAP's Congressionally directed missions, and availability for substantial time and travel commitments. Applicants should carefully refer to the CAP Chief Executive Officer / National Commander Position Description that is attached to this memorandum, and posted on the CAP website. **IMPORTANT NOTE:** The CAP Constitution provides that the BoG may waive any qualifications provided the candidate can demonstrate comparable skills and experience. Accordingly, candidates requiring a waiver are encouraged to apply.
- 4. Evaluation.** The application package (Curriculum Vitae and supporting documents) will be used -- along with additional input received from stakeholders -- to determine initial eligibility and qualifications for the position. Errors or omissions in the application package may affect an applicant's ranking in the process. Final candidates may be required to interview with the Board of Governors and provide additional information or materials for the final selection process. Top applicants will be required to undergo re- screening through the FBI and will be subject to additional background investigation and credit screening to determine suitability.
- 5. How to Apply.** To apply for this position, applicants must provide a complete application package. Application materials maybe sent in electronic or hard copy (paper) format. Note: All applicants including the incumbent must apply in order to be considered. Application packages must include:

- a. Cover Letter
- b. Curriculum Vitae: At a minimum, should address each of the required and desirable qualifications contained in National Commander / CEO Position Description. Should include both CAP and other professional experience.
- c. Proof of Bachelor (or higher) Degree
- d. Proof of Level V Completion
- e. Three Letters of Recommendation
- f. Statement of Command Philosophy
- g. Waiver Request and Justification (if applicable)

Do NOT submit additional materials such as photographs, videos, or documents not listed above. Additional materials will not be considered and may result in the application package being rejected.

Submit complete electronic packages to: [CAPCEOsearch@capnhq.gov](mailto:CAPCEOsearch@capnhq.gov). Applicants preferring to send hard copies should submit them to:

Chief Operating Officer  
CAP National Headquarters  
105 S. Hansell Street, Bldg 714  
Maxwell AFB, Alabama 36112-5937.

**To receive full considerations, packages must be received no later than 5:00 PM CDT on Friday, April 14, 2017.** NHQ staff will acknowledge receipt of application packages via email. Please note that documents submitted as part of the application packet may be shared with stakeholders as part of the evaluation process, and may also be shared as part of the background investigation / screening process.

Note: Applicants sending hard copy packages are strongly advised to use a commercial courier service such as Federal Express or UPS rather than US Mail. Commercial courier services deliver directly to NHQ and provide "proof of delivery" services. By contrast, US Mail delivered to Maxwell AFB is processed through an Air Force distribution system which may result in delays as long as two weeks. No proof of delivery to NHQ is available for US Mail.

6. **Accommodations.** Civil Air Patrol provides reasonable accommodations to applicants with disabilities. If an applicant requires a reasonable accommodation for any part of the application process, please notify the Chief Operating Officer at the address provided above. Requests will be considered on a case-by-case basis.

7. Questions concerning the process should be directed to the Chief Operating Officer.

TERESA MARNE PETERSON, Maj Gen, USAF, Retired  
Chair, BoG Personnel Committee

## **CAP CHIEF EXECUTIVE OFFICER/NATIONAL COMMANDER POSITION DESCRIPTION**

The CAP Board of Governors has established this position description for the purposes of the CEO / National Commander selection process. Applicants should also refer to the CAP Constitution and Bylaws, as well as applicable CAP regulations.

- Qualifications.
  
- Minimum qualifications for National Commander are: (CAP Constitution and By-laws, Article XIII.)
  - Be a CAP member in good standing;
  - Have a Bachelor's Degree from an accredited college or university;
  - Have completed Level V of the CAP Professional Development Program; and
  - Have served as a CAP Wing Commander who completed his/her term of office other than due to a removal for cause.
  
- Desirable qualifications:
  - Be a person of high character and integrity, willing to commit to a belief in the missions and core values of CAP.
  - Have skills and competencies in areas such as legal, policymaking, fundraising, marketing, public relations and financial and asset management.
  - Have familiarity with near- and medium-term issues facing CAP (e.g., funding, new customers and emerging opportunities, membership development).
  - Have experience in all three of CAP's congressionally chartered missions.
  - Have experience leading a large organization.
  - Be available for substantial time and travel commitments.
  - Have the ability to distinguish issues of governance as opposed to those of management.
  - Have the ability to see the big picture, analyze, think creatively, deliberate thoughtfully and make sound policy decisions for the good of CAP as a whole, including its beneficiaries.
  
- Expectations:
  
- Basic Legal Obligations:
  - Duty of Care—requires the exercise of care, diligence and skill that an ordinary, prudent person would exhibit under similar circumstances.
  - Duty of Loyalty—requires the pursuit of CAP's best interests ahead of one's own best interest. The CEO should fully adhere to CAP's Ethics, Conflict of Interest and Non-Disclosure Policies.

- Duty of Compliance—requires actions in accordance with CAP’s articles of incorporation, constitution and bylaws, regulations and standards, and in furtherance of its vision, mission and goals.
  
- Basic Responsibilities (list is not exhaustive):
  - Lead CAP as a corporate entity and Air Force Auxiliary
  - Working with BoG, determine and promote CAP’s strategies, mission, vision and goals.
  - Supervise the Chief Operating Officer and, in conjunction with BoG, assess his/her performance.
  - Ensure effective organizational planning.
  - In conjunction with CFO and COO, develop an annual budget and provide fiscal oversight.
  - Ensure oversight of CAP property and assets.
  - Develop and advocate CAP’s Legislative Strategy.
  - Enhance CAP’s public image.
  - Ensure legal and ethical integrity; Instill confidence in the IG program
  - Demand and uphold accountability throughout the organization.
  - Select and supervise Region Commanders and national volunteer staff members.
  - Foster an enduring relationship with the AF and CAP-USAF.
  - Promote continuous improvement in CAP’s programs, missions, and processes.