



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

DON ROWLAND  
EXECUTIVE DIRECTOR

14 December 2009

MEMORANDUM FOR ALL CAP SENIOR MEMBERS

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

1. The Board of Governors is the governing body of CAP and as such governs, directs and manages the affairs of the Corporation. This Board is comprised of 11 highly qualified individuals tasked with ensuring the continued success of Civil Air Patrol. Civil Air Patrol has four representatives on the Board of Governors: the National Commander and National Vice Commander as well as two members-at-large. These members-at-large are selected in accordance with CAP Regulation 35-9, *Board of Governor and Wing Commander Selection Procedures*, and normally serve a four year term. Unfortunately it was recently necessary for the National Executive Committee to remove one of the members-at-large from his position on the Board of Governors. This action was not taken lightly or without the due process guidance provided by the CAP Constitution and Bylaws and the Board of Governors. This action was taken only after very careful consideration.

2. We are now faced with selecting the next member to serve in this highly important position. The complete selection process is outlined in CAP Regulation 35-9, *Board of Governor and Wing Commander Selection Procedures*. The regulation states that when a vacancy is known an announcement will be made to the general membership. CAP members may nominate themselves to serve on the Board of Governors. Minimum requirements for this position 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

Additionally, members who choose to apply are subject to the membership rescreening process.

3. Corporate officers and other national level volunteers may apply, but if selected, must resign as a corporate officer prior to accepting the Board position. Interested members should submit a letter requesting consideration with an attached CAP resume (other

qualifications that have a direct relationship to CAP may be included). Requests must be sent to the National Executive Committee through HQ CAP/DP at the address listed below and **must be received by National Headquarters not later than 30 January 2010.**

HQ CAP/DP  
Attn: BOG Nominations  
105 South Hansell Street  
Maxwell AFB AL 36112-6332

4. All requests for consideration will be reviewed by the National Executive Committee in accordance with the procedures outlined in CAPR 35-9, paragraph 2. If additional information or assistance is required you may contact Ms Susan P. Parker, at (877) 227-9142, extension 212, by fax at (334) 953-4262, or by email at [sparker@capnhq.gov](mailto:sparker@capnhq.gov).

A handwritten signature in cursive script that reads "Don Rowland".

DON ROWLAND  
Executive Director