



# TAIWANESE AMERICAN PROFESSIONALS

## 2012-2013 TAP Cabinet Applications Due Wednesday, August 8<sup>th</sup>, MIDNIGHT

Dear TAP member,

Thank you for your interest in TAP Board!

TAP is structured with two layers of leadership, an elected officer team and an appointed cabinet (chairs/directors). Executive team members oversee the broader mission of TAP, while cabinet members plan and lead specific events and programs. All TAP members are eligible to apply for cabinet positions.

TAP cabinet is selected through an open application and appointment process for each term, which runs from August to August of each year. To apply for TAP cabinet position(s):

- 1) Make an effort to attend TAP events and the cabinet info session to meet the new officers
- 2) Reach out to officers (contact info at bottom of application) personally if desired
- 3) Fill out and submit the attached Cabinet Application form by **August 8, 2012** to [cabinetapps@tap-sf.org](mailto:cabinetapps@tap-sf.org)
- 4) Make sure to attach your resume to the application submission, per instructions below
- 5) You can apply for as many cabinet positions as you like
- 6) You will receive a confirmation email acknowledging your application

This year we also have an open officer position (Secretary). The Secretary position will be filled following the same process as the rest of the cabinet positions.

As you apply to cabinet, please keep in mind the following key dates that are critical to the formation of our new team for the 2012-2013 TAP year:

- **August 12:** Board Orientation Meeting @ TBD (mandatory)
- **August 31-September 3:** National Convention @ NYC (not mandatory but highly encouraged)
- **September 22-23:** Board Retreat @ TBD (mandatory)

If you have any questions, please feel free to contact any of the TAP officers or email [cabinetapps@tap-sf.org](mailto:cabinetapps@tap-sf.org).

On behalf of the officer team, we look forward to your cabinet applications!

Sincerely,

RJ Cheng, 2012-2013 TAP President

RJ Cheng  
TAP-SF President  
[rj.cheng@tap-sf.org](mailto:rj.cheng@tap-sf.org)

Gemmy Tsai  
TAP-SF External VP  
[gemmy.tsai@tap-sf.org](mailto:gemmy.tsai@tap-sf.org)

Andrew Chen  
TAP-SF Internal VP  
[andrew.chen@tap-sf.org](mailto:andrew.chen@tap-sf.org)

Yvonne Lee  
TAP-SF Treasurer  
[yvonne.lee@tap-sf.org](mailto:yvonne.lee@tap-sf.org)

Open  
TAP-SF Secretary  
[@tap-sf.org](mailto:@tap-sf.org)



# TAIWANESE AMERICAN PROFESSIONALS

## 2012-2013 Open Officer Position

### ***Executive Team (applies to all roles)***

- Ensures all activities and events of TAP are aligned with the mission of both TAP and its parent organization, TACL
- Provides mentorship, support, training, and resources to the cabinet to ensure successful operations of TAP
- Absorbs the responsibilities of any vacant position(s) on the executive team, cabinet, or program directors
- Must be a previous board member of TAP/TACL to run for executive team, unless special exception is made by the current executive team

### ***Secretary***

- Oversees the administrative processes, records, and communications of TAP
- Takes minutes at all meetings and distributes information to all board members
- Ensures effective management of the official records of TAP, including documents, calendars, and publications
- Serves as the resource for governance and policies, including constitution, bylaws, insurance, and non-profit status

RJ Cheng  
TAP-SF President  
rj.cheng@tap-sf.org

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TAP-SF External VP  
gemmy.tsai@tap-sf.org

Andrew Chen  
TAP-SF Internal VP  
andrew.chen@tap-sf.org

Yvonne Lee  
TAP-SF Treasurer  
yvonne.lee@tap-sf.org

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@tap-sf.org

Taiwanese American Professionals (TAP) enhances the Taiwanese-American community by networking individuals interested in professional and career development, while emphasizing the preservation of Taiwanese American identity. TAP provides resources and programs that inspire and empower; develop and support professionals to become community-oriented leaders.



# TAIWANESE AMERICAN PROFESSIONALS

## 2012-2013 Cabinet Member Roles & Responsibilities

### **General Expectations of All Cabinet Members**

- Hold active TAP-SF paid membership
- Adhere to TAP-SF mission statement, rules, and guidelines
- Be responsible and accountable for any events or programs related to your position
- Support entire board on overall TAP-SF goals and programs
- Attend TAP retreats (unless previously excused, and national retreats are strongly encouraged)
- Attend monthly board meetings and relevant planning meetings (unless previously excused)
- Attend TAP-SF events when possible (encouraged to be at least two per month)
- Communicate regularly regarding plans, status and issues (if any) of TAP-SF events and programs
- Document all pertinent TAP-SF information (contacts, venues, etc.) for knowledge share purposes
- Recruit, train, and manage committees to help with events and programs as needed

### **Cultural Chair**

- Generate awareness of Taiwanese and Taiwanese American culture and history in the Bay Area
- Coordinate with other Taiwanese and Taiwanese American organizations to create a Taiwanese American presence in the community
- Plan and execute events related to Taiwanese and Taiwanese American culture
- Host the annual Lunar New Year Celebration (Jan/Feb)

### **Professional Chair**

- Generate opportunities to strengthen the professional interests of TAP-SF members
- Plan and execute the TAP-SF Professional Series (monthly workshops/seminars)
- Collaborate with other professional organizations where relevant
- Build relationships with guest speakers and other figures in the professional community
- Host an annual large-scale professional event

### **Social Chair (x2)**

- Generate opportunities that bring together existing and future members in a social environment
- Ensure a wide variety of social events that cater to members' interests and locations in the Bay Area
- Collaborate with other organizations where relevant to expand the TAP-SF network
- Plan and execute events that are fun and a primary form of recruitment for TAP-SF membership
- Host monthly TAPpy Hours
- Host the annual End of Year Banquet (Aug)

### **Community Service Chair**

- Generate opportunities for TAP-SF members to give back to the community and increase Taiwanese American presence in the community by making a difference through service
- Plan and execute community service events that help the Taiwanese American and local community
- Coordinate with other community organizations where relevant

RJ Cheng

TAP-SF President

[rj.cheng@tap-sf.org](mailto:rj.cheng@tap-sf.org)

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# TAIWANESE AMERICAN PROFESSIONALS

## 2012-2013 Cabinet Member Roles & Responsibilities

### ***Design Chair***

- Manage the overall design and branding of all TAP-SF collateral across print and digital media
- Collaborate with the Public Relations Chair as needed on design and creation of collateral
- Serve as the design resource for the board

### ***Technology Chair***

- Manage technology components of TAP-SF, including online tools, payment systems, and digital media
- Maintain and improve the TAP-SF website
- Assist the PR Chair with creation and distribution of technology-based promotional material and bulletins
- Serve as the technology resource for the board

### ***Public Relations (PR) Chair***

- Create and drive the overall public relations and marketing strategy for TAP-SF
- Oversee all PR activities, including creation of content and review of TAP-SF public communications
- Lead the marketing efforts of TAP-SF, including components of large events dedicated to marketing TAP-SF (i.e. hosting a table/booth at festivals)
- Track and prepare responses for any activity or news relevant to the Taiwanese American community
- Work closely with Design and Technology Chairs on creation and distribution of promotional materials

### ***Membership Chair***

- Develop and execute membership strategy, including specific programs focused on growing the TAP-SF membership base
- Manage and oversee continuous improvement of existing TAP-SF paid membership
- Work with other board members to determine ways to leverage their events/programs to achieve membership goals

### ***Sponsorship Chair***

- Lead all fundraising efforts of TAP-SF, including general fundraising and specific events
- Support fundraising efforts for TAP-SF events and programs as needed, including solicitation of monetary donations, in-kind contributions, and/or raffle prizes
- Build the TAP-SF corporate sponsorship package and manage the sponsor recruitment effort

### ***Cultural Festival Director***

- Host the annual San Francisco Taiwanese American Cultural Festival (TACF)
- Collaborate with TAP's first generation organizations and co-hosts for TACF
- Recruit, train, and lead the second generation team for TACF

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TAP-SF President

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# TAIWANESE AMERICAN PROFESSIONALS

## Cabinet Application

**Due Wednesday, August 8<sup>th</sup>, MIDNIGHT**

Name:	Email:
Phone:	Occupation:

Please mark the positions which you are interested in applying to, ranking in order of preference (1 being your top choice):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Secretary                  | <input type="checkbox"/> Cultural Chair     | <input type="checkbox"/> Community Service Chair |
| <input type="checkbox"/> Membership Chair           | <input type="checkbox"/> Professional Chair | <input type="checkbox"/> Public Relations Chair  |
| <input type="checkbox"/> Social Chair               | <input type="checkbox"/> Sponsorship Chair  | <input type="checkbox"/> Technology Chair        |
| <input type="checkbox"/> Cultural Festival Director | <input type="checkbox"/> Design Chair       |  |

**Question 1:** Why are you interested in the position(s)? What ideas do you have and what is your vision for the role(s)?

**Question 2:** Why are you qualified for the position(s)? What can you contribute that others cannot?

**Question 3:** How do you see TAP as an organization (beyond just your position) evolving in the future?

Please **rename this document** with your first and last name, and submit your application along with **your resume to [cabinetapps@tap-sf.org](mailto:cabinetapps@tap-sf.org)** by **Wednesday, August 8th, 2012 at MIDNIGHT**. Thank you!

RJ Cheng	Gemmy Tsai	Andrew Chen	Yvonne Lee	Open
TAP-SF President	TAP-SF External VP	TAP-SF Internal VP	TAP-SF Treasurer	TAP-SF Secretary
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