



The Creative And Performing Arts Center | CAPAC, Inc.

P.O. Box 4970 | Woodbridge, VA 22194 | www.capacweb.org | 703.441-2479

Inspiring STEAM and Leadership Possibilities

CAPAC Membership Volunteer Opportunity

Participating as a CAPAC volunteer is an opportunity to connect with others, increase self-confidence, advance your career or college entry, bring fun and fulfillment to your life, and change our community.

Title: CAPAC Membership Committee Chair and Members

Reports to: CAPAC Board of Directors

Collaborates with: members and CAPAC committees to ensure a good committee fit for new members.

Description of Role: CAPAC's membership chair and committee members are encouraged to help CAPAC recruit and retain members by offering organizational information to inspire new members, matching new members interest with CAPAC areas of need to provide fulfillment for the new member and CAPAC.

Click here to complete our volunteer application: [Committee Candidate Application - Google Forms](#)

Responsibilities:

- Consistently lead one-hour committee meetings prior to a production or event to develop a strategy for speaking with proposed new members at an upcoming activity
- Make decisions as a collective group.
- Three (3) months before the play, present to CAPAC's board a one-page strategic plan report
- Annually plan and prepare one to two membership drives. Collaborate with play director to enable an excerpt of the upcoming play or CAPAC talent to be presented during the membership drive.
- Log and provide to CAPAC executive director hours spent planning, conducting meetings and executing the CSP.
- Annually CAPAC committee chairs and members must be in good standing financially with CAPAC as at least a Stagehand level member.

Qualifications:

- A high degree of initiative and creativity.
- Ability to develop, inspire and work with a team

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- Ability to attend a minimum number of committee meetings.
- A proven record of successful leadership and committee member

Time Commitment:

An annual commitment. Meeting times per month flexible as determined by goals and objectives agreed upon with chair, committee members and CAPAC board of directors.

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