



TAP-SF 2027 Board Roles and Responsibilities

About TAP-SF:

Taiwanese American Professionals - San Francisco (TAP-SF) is a non-profit organization and a program of the Taiwanese American Citizens League (TACL). TAP-SF's mission is to enhance the Taiwanese American community by networking individuals interested in professional and career development while emphasizing the preservation of Taiwanese American identity in the San Francisco Bay Area. The organization provides resources that develop and support professionals to become community-oriented leaders. Our chapter's events and programs focus on four pillars: Community Service, Social, Professional Development, and Health & Wellness.

Qualifications for All Board Roles

- Passion for Taiwanese culture, the Taiwanese American community, and TAP-SF's mission.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Demonstrated ability to work collaboratively in a team environment.
- Knowledge of the San Francisco Bay Area Taiwanese American community is a plus.
- Availability to attend board meetings, events, and occasional weekend activities.
- Previous small and large event planning experience is highly preferred but not required.

Benefits for All Board Roles

- Make a meaningful impact in the Taiwanese American community.
- Build valuable leadership, event planning, and project management skills.
- Expand your professional network and connect with a diverse group of individuals.
- Access to networking events and professional development opportunities.
- Engage in personal and professional growth through involvement in TAP-SF initiatives.

General Board Member

- Organize at least three events throughout the term (approximately one event per quarter) in collaboration with your pillar, with the exception of the March-May quarter due to focus on the Taiwanese American Cultural Festival (TACF)
- Support the planning and execution of the Taiwanese American Cultural Festival by completing tasks in at least one category, including Vendor Management, Performer Management, Stage Management, Sponsorships, Volunteer Management, or Festival-Specific Marketing
- Support other events hosted by other board members
- Attend recurring board and pillar meetings to actively contribute ideas and feedback

- Attend biannual full-day board retreats for strategic planning and team bonding
- Commit to a 48-hour (2-business day) response time on Slack unless a vacation message/status is posted on Slack and Gmail accounts
- Engage with TAP-SF community members, encouraging their participation in events and programs both virtually and in-person; foster a welcoming and inclusive environment for event attendees

Marketing Committee Member

The Marketing Committee will meet monthly to discuss plans to promote TAP-SF, Taiwanese Culture and TACF. We will collaborate on ways to engage with the community and promote our events and organization through our marketing channels: social media, newsletter and website.

Design

The designer will work with the VP of Marketing to create collateral for social media, web and printed materials for both TAP-SF and TACF.

- Create collateral in a wide array of styles to best represent and promote each unique TAP-SF event
- Utilize photo images, stock images and graphics and whatever is available to communicate the right tone and information
- Knowledge of Canva, Figma, Photoshop, Illustrator
- Ability to collaborate with other committee members and work as a team