



TO: NALP MEMBERS  
 FROM: NALP Nominating Committee  
 RE: 2023-2024 Nomination Process & Leadership Position Descriptions  
 DATE: October 2023

We are pleased to kick off the 2023-24 nomination cycle. Please help build our next NALP leadership by nominating a NALP colleague (including yourself!). Our organization is run by its volunteer leadership working in close partnership with our very talented NALP staff, fellow NALP leaders, and the many members who contribute their time and talent throughout the year.

NALP leaders represent and serve our organization in many different ways through a broad and diverse range of talent, experiences, and ideas. There are a variety of ways to get involved and many different paths to being qualified. NALP leaders get back at least as much as they put in to this experience by working with talented colleagues and growing as a leader while making important contributions to our professional community.

The positions that are up for nomination in the 2023-24 cycle include:

Position	Term	Service Commitment (in years)	Open Positions
President-Elect	2024-27	3	1
Vice-President for Diversity, Equity & Inclusion	2024-26	2	1
Vice President for Member Services & Education	2024-26	2	1
Director	2024-26	2	4
Nominating Committee Member	2024-25	1	11*
Regional Representative	2024-26	2	11*
Conference Planning Coordinator	2024-25	1	6**

\*an employer and school rep from each general region, and a representative from Canada — school or employer member

\*\* school reps from the Midwest and Northeast regions and employer reps from the Mid-Atlantic, Southeast and West/Rocky Mountain regions; and a representative from Canada — school or employer member

**Learn More:** Go to our Nomination Guide ([www.nalp.org/nominating](http://www.nalp.org/nominating)) for more details about the positions and the process.

**Key Dates:**

- October 18 – November 17 — Nominate a colleague or yourself: <http://www.nalp.org/nominating/>
- November 1 – December 11 — Nominees are notified and asked to accept nomination
- November 1 – January 4, 2024 — Nominees complete online application

Please don't hesitate to let any of us know if you have any questions.

- Lois Casaleggi, Chair, University of Chicago Law School
- Sherry Ann Smith-Gomez, Vice-Chair, Benjamin N. Cardozo School of Law, Yeshiva University
- Brad Sprayberry, Vice-Chair Gunster, Yoakley & Stewart, P.A.
- Pascale Bishop, Ice Miller LLP
- Elizabeth Dunn, Drexel University Thomas R. Kline School of Law
- Lillian Evans, New York City Law Department
- Amy Kimmel, UC Law San Francisco
- Quaime V. Lee, Northeastern University School of Law
- Robyn Martilla, University of Western Ontario Faculty of Law
- Mary Beth Nielsen, Southern Methodist University Dedman School of Law
- Meghan Pier, Jackson Walker, L.L.P.
- Natalie Quinn, Fox Rothschild LLP
- Michele Ward, BakerHostetler
- Samantha Zandman, The Ohio State University Moritz College of Law

NALP values and intentionally strives for a diverse leadership. It helps us to make better decisions, to produce better ideas, and to lead better in general. There shall be no barriers to full participation in this organization on the basis of sex, actual or perceived gender, age, race, color, religion, creed, national or ethnic origin, disability, sexual orientation, gender identity and expression, genetic information, parental, marital, domestic partner, civil union, military, or veteran status.

The 2023-2024 Nominating Committee requests your nominations for the following positions:

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## **PRESIDENT**

NALP's President serves as the chief volunteer of the organization and the leader of the Board of Directors. The position of President involves a three-year commitment. During the first year the person serves as President-Elect; during the second year as President; and during the third year as Immediate Past President. The President works in close partnership with the Executive Director, the Past President and President-Elect, the Board of Directors, and the NALP staff to advance the mission, vision, and values of the organization. Candidates for President make a commitment to the association to serve as described below:

### **Year 1: President-Elect (2024-2025)**

#### **Governance**

- With the President, Vice-President for Diversity, Equity, and Inclusion, Vice-President for Member Services and Education, and Vice-President for Finance, serves as an officer of the association.
- In the event that the President is unable to fulfill their responsibilities, assumes the responsibilities of the President during any remaining months of the President-Elect year.

#### **Leadership**

- Develops the appropriate business and financial plans for the association with the support of the Executive Director, President, and Immediate Past President. Identifies and assembles timely task forces as necessary for their presidential year.
- Participates as an active member of special task forces or other committees as requested by the President.
- Recruits volunteers for leadership positions, appoints liaisons, chairs, and vice-chairs for all Sections, Committees, Groups, Teams, and Task Forces during their presidential year, with the support of the Vice-President for Member Services and Education and the Vice-President for Diversity, Equity, and Inclusion, ensuring balance based on school and employer members, diversity, and national and regional interests.
- Prepares Section, Committee, Group, Team, and Task Force chairs for meetings at the Annual Education Conference and facilitates their orientation.

#### **Fiscal and Administrative**

- Consults with the officers regarding the proposed annual budget.
- Serves on the Investment Subcommittee.

#### **Communications and Public Relations**

- Has opportunities to represent NALP before internal and external audiences at conferences and meetings and in published articles, with the approval of the President.

### **Year 2: President (2025-2026)**

#### **Governance and Planning**

- With the Vice-Presidents and President-Elect, serves as an officer of the association.
- Together with other officers, plans and coordinates orientation activities for the incoming Board of Directors.
- Directs and coordinates activities of the Board of Directors; inspires participation and team collaboration.
- Plans agendas for and conducts Board of Directors' meetings and the business meetings of the association.
- Implements short- and long-range plans for the association.
- Initiates policy review and revision.

#### **Volunteer Leadership and Conferences**

- Selects and appoints members to fill chair and vice-chair vacancies on Sections, Committees, Groups, Teams, and Task Forces, and positions as liaison to other organizations with the support of the Vice-President for Member Services and Education and the Vice-President for Diversity, Equity, and Inclusion.
- Supervises and provides direction for Sections, Committees, Groups, and Task Forces.
- Convenes and, with the Vice-President for Member Services and Education, serves on the Annual Education Conference Committee.

#### **Fiscal and Administrative**

- Supervises and provides direction for the Executive Director and the Administrative Office.
- With the Executive Director, participates actively in making business decisions and builds and maintains business relationships with vendors and joint venture partners.
- Consults with the Officers in the preparation of the annual budget and monitors the budget process.

#### **Communications and Public Relations**

- Speaks as a representative of NALP at conferences, bar associations, and other professional meetings.
- Represents NALP and serves, with the Executive Director, as liaison to the Association of American Law Schools, the Law School Admissions Council, and the ABA Section on Legal Education and Admissions to the Bar. Serves as primary contact for NALP liaisons to other affiliate organizations.
- Authors a regular column for the NALP *Bulletin+* and articles for other newsletters.
- Serves, with the Executive Director, as spokesperson for NALP for media inquiries.

### Year 3: Immediate Past President (2026-2027)

- Serves as an *ex-officio*, non-voting member of the Board of Directors.
- Serves as Board liaison to the NALP Nominating Committee.
- Performs special projects as requested by the President and the Board of Directors.
- Represents NALP to internal and external audiences as requested by the President, including writing articles and speaking at conferences and meetings.

### Time Commitment – President-Elect/President/Immediate Past President

In addition to the time required to fulfill the responsibilities described above:

- Attends all meetings of the Board of Directors during their term of office (Board meetings are generally held in May, July, November, February, and immediately prior to the Annual Education Conference). Currently scheduled Board meetings during this term: April 15-16, 2024 (Boston, MA); ~May 21-25, 2024 (Washington, DC); ~ July 9-12, 2024 (Location TBD); ~November 6-10, 2024 (Location TBD); ~ February 19-22, 2025 (Location TBD); April 7-8, 2025 (Cleveland, OH); and April 13-14, 2026 (Hollywood, FL). Note that the practicality of in-person meetings will depend on then-current health and safety guidelines.
- Attends the Annual Education Conference immediately prior to the term of office and the three Conferences during the terms of office as President-Elect, President, and Immediate Past President: April 16-19, 2024 (Boston, MA); April 8-11, 2025 (Cleveland, OH); and April 14-17, 2026 (Hollywood, FL).
- Travel nights (nights away on NALP business): President-Elect year: approximately 21 required nights and assigned share of approximately 18-20 recommended or optional nights for attending external events; President year: approximately 25 required nights and selected share of approximately 30-32 recommended or optional nights for attending external events; Immediate Past President year: approximately 20 required nights.
- The President-Elect/President position typically requires the most significant time commitment between November of the President-Elect year and July of the President year.

### Resources and Support Available to the President

The President's employer is entitled to reimbursement of up to \$30,000 over the term of office for resources expended and expenses incurred in supporting the President in the duties as President and President-Elect of NALP. The President will have discretion to budget the funds as will best support the duties to NALP. No more than one half of the total amount can be used in the President-Elect year.

- The President's registration fee to attend NALP's Annual Education Conference is waived in perpetuity.
- The NALP staff is available to the President for support in carrying out the duties of that office as needed — from administrative assistance to support in developing the business plan.
- The President should call upon other officers and Board members for assistance with activities and responsibilities (as appropriate, e.g., attending external and internal events, writing for publication, identifying and managing volunteers, and special projects).
- The President is eligible for reimbursable travel expenses associated with NALP Board meetings and any additional NALP-related required travel.
- The President is eligible for reimbursable dependent care expenses (up to \$1,000 per year) above regularly anticipated cost of such expenses incurred as a result of Board activities.
- The President has the opportunity to attend (at NALP's expense) an association leadership training conference with the Executive Director.

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### VICE-PRESIDENT FOR FINANCE 2023-2025

**The position of Vice-President for Finance position is not open for nominations this year because the term of the current incumbent runs from 2023-2024. The following information is provided for members' information only.**

NALP's Vice-President for Finance 1) oversees and monitors all financial aspects of the association including disbursing funds, preparing tax forms, facilitating an annual financial review, and preparing the annual budget, 2) serves a term of two years, and 3) attends all meetings of the Board of Directors during their term of office. The Vice-President for Finance is supported by NALP's Assistant Director for Finance, investment advisor, tax accountant, and auditors, as well as the Finance Committee and the Investment Subcommittee.

Candidates for Vice-President for Finance make a commitment to the association to serve as described below:

#### Governance

- With the President, Vice-President for Diversity, Equity, and Inclusion, Vice-President for Member Services and Education, and President-Elect, serves as an officer of the association.
- Together with other officers, plans and coordinates orientation activities for the incoming Board of Directors.

#### Volunteer Leadership and Conferences

- Serves as Chair of the Finance Committee and oversees the Investment Subcommittee.
- Serves as a member of the Investment Subcommittee for two years following the completion of service as Vice-President for Finance.

- Participates as an active member of Sections, Committees, Groups, and Task Forces as requested by the President.

### **Fiscal and Administrative**

- Oversees and monitors all financial aspects of the association.
- In consultation with the officers, Executive Director, and NALP's Assistant Director for Finance, prepares and circulates to the Board of Directors a proposed budget.
- In direct consultation with NALP's Assistant Director for Finance, supervises the association's annual financial review.
- Ensures the preparation and filing of all necessary tax forms in direct consultation with the association's tax accountant.
- With the Executive Director, establishes systems for receipt, deposit, and disbursement of association funds by designated staff.
- In consultation with the association's investment advisor, recommends policy and monitors investments of the association.
- Prepares and circulates to the members an Annual Financial Report. Presents the Annual Financial Report to the membership during the Annual Business meeting
- Works with NALP staff to ensure distribution of quarterly budget reports to the Officers, Directors, and the Executive Director in a clear and logical format.

### **Communications and Public Relations**

- Represents NALP to internal and external audiences, including writing articles and speaking at conferences and meetings, with the approval of the President.
- Writes for the NALP *Bulletin+* as appropriate.

### **Time Commitment — Vice-President for Finance**

In addition to the time required to fulfill the responsibilities described above:

- Attends all meetings of the Board of Directors during their term of office (Board meetings are generally held in May, July, November, February, and immediately prior to the Annual Education Conference). Currently scheduled Board meetings during this term: April 24-25, 2023 (Vancouver, BC); May 23-25, 2023 (Washington, DC); July 20-22, 2023 (Denver, CO); November 8-10, 2023 (Las Vegas, NV); February 21-23, 2024 (Santa Barbara, CA); April 15-16, 2024 (Boston, MA); and April 7-8, 2025 (Cleveland, OH). Note that the practicality of in-person meetings will depend on then-current health and safety guidelines.
- Attends the Annual Education Conference immediately prior to the term of office and the two Conferences during the term of office: April 25-28, 2023 (Vancouver, BC); April 16-19, 2024 (Boston, MA); and April 8-11, 2025 (Cleveland, OH).
- The Vice-President for Finance usually travels to the NALP office for one day in June to work with NALP staff on pre-

paring the annual budget.

- Travel nights (nights away on NALP business): Approximately 21-23 required nights each year. Additional optional nights as requested.
- The Vice-President for Finance position typically requires the greatest time commitment in June and July during the preparation of the annual budget.
- For the purpose of honoring their existing service commitments, Vice-Presidents in elected or slated positions of two-year terms should not, under ordinary circumstances, accept a nomination for another elected or slated position in the first year of their term, but may do so in their second year.

### **Resources and Support Available to the Vice-President for Finance**

- The Vice-President for Finance's employer is entitled to reimbursement of up to \$10,000 over the term of office for resources expended and expenses incurred in supporting the duties as Vice-President for Finance of NALP. The Vice-President for Finance will have discretion to budget the funds as will best support the duties to NALP. No more than one half of the total amount can be used in the first year of the term.
- The Vice-President for Finance should as needed call upon the NALP staff for support in carrying out their duties. In particular, the Vice-President for Finance may call upon the Executive Director, NALP's Comptroller, and NALP's outside investment advisor.
- The Vice-President for Finance is eligible for reimbursable travel expenses associated with NALP Board meetings and any additional NALP-related required travel.
- The Vice-President for Finance is eligible for reimbursable dependent care expenses (up to \$1,000 per year) above regularly anticipated cost of such expenses incurred as a result of Board activities.
- The Vice-President for Finance is offered the option of attending a financial training program for financial officers of non-profit boards.

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### **VICE-PRESIDENT FOR DIVERSITY, EQUITY, AND INCLUSION 2024-2026**

NALP's Vice-President for Diversity, Equity, and Inclusion 1) strives to strengthen the association's commitment to diversity, equity, and inclusion in the work of the association and otherwise assists the President in conducting the affairs of the association, 2) serves a term of two years, and 3) assumes the responsibility to attend all meetings of the Board of Directors during their term of office. The work of the association and the Board of Directors on diversity, equity, and inclusion is shared by all members of the Board of Directors. The Vice-President for Diversity, Equity, and Inclusion will lead the Board of Directors in these efforts.

Candidates for Vice-President for Diversity, Equity, and Inclusion make a commitment to the association to serve as described below:

## **Governance:**

- With the President, Vice-President for Member Services and Education, Vice-President for Finance, and President-Elect, serves as an officer of the association.
- Together with other Officers, plans and coordinates orientation activities for the incoming Board of Directors.
- Monitors and measures progress against the stated diversity, equity, and inclusion commitments of the association, including those set forth in Board Policy 100 and NALP's Statement on Fighting Racism.
- Monitors and measures progress against the stated non-discrimination commitments of the association, including those set forth in Board Policy 101.
- Ensures that the association and Board of Directors consider, develop, promote, and sustain diversity, equity, and inclusion in their policies, procedures, communications, and initiatives.

## **Volunteer Leadership and Conferences**

- Provides counsel and support to the President, Vice-President for Member Services, and NALP staff with respect to diversity, equity, and inclusion in educational programming. Encourages the development of a range of proposals from a diverse pool of speakers and experts for consideration for the Annual Education Conference and other member education programs.
- Assists with programming and supports the President in convening, leading, and planning the Diversity, Equity, and Inclusion Summit and other diversity, equity, and inclusion programming.
- Provides counsel and support to the Board of Directors and the Nominating Committee in achieving the goals of a diverse pool of candidates for leadership roles and greater representation of diverse members in leadership roles throughout the association.
- Serves as a Board liaison to, and participates as an active member of, the Diversity, Equity, and Inclusion Section. Participates as an active member of other Sections, Committees, Groups, Teams, and Task Forces as requested by the President.
- Serves as the association's liaison to other organizations focused on and/or engaged in diversity, equity, and inclusion efforts within the legal industry as requested by the President of the association.

## **Fiscal and Administrative**

- Consults with the officers in proposing the annual budget.

## **Communications and Public Relations**

- Represents NALP to internal and external audiences, including writing articles and speaking at conferences and meetings, with the approval of the President.
- Writes for the NALP *Bulletin+* as appropriate.

## **Time Commitment — Vice-President for Diversity, Equity, and Inclusion**

In addition to the time required to fulfill the responsibilities described above:

- Attends all meetings of the Board of Directors during the term of office (Board meetings are generally held in May, July, November, February, and immediately prior to the Annual Education Conference). Currently scheduled Board meetings during this term: April 15-16, 2024 (Boston, MA); ~May 21-25, 2024 (Washington, DC); ~July 9-12, 2024 (Location TBD); ~November 6-10, 2024 (Location TBD); ~February 19-22, 2025 (Location TBD); April 7-8, 2025 (Cleveland, OH); and April 13-14, 2026 (Hollywood, FL). Note that the practicality of in-person meetings will depend on then current health and safety guidelines.
- Attends the Annual Education Conference immediately prior to the term of office and the two Conferences during the term of office: April 16-19, 2024 (Boston, MA); April 8-11, 2025 (Cleveland, OH); and April 14-17, 2026 (Hollywood, FL).
- Attends the Diversity, Equity, and Inclusion Summit during the term of office (when held).
- Travel nights (nights away on NALP business): Approximately 21-23 required nights each year. Additional optional nights as requested.
- For the purpose of honoring their existing service commitments, Vice-Presidents in elected or slated positions of two-year terms should not, under ordinary circumstances, accept a nomination for another elected or slated position in the first year of their term, but may do so in their second year.

## **Resources and Support Available to the Vice-President for Diversity, Equity, and Inclusion**

- The Vice-President for Diversity, Equity, and Inclusion's employer is entitled to reimbursement of up to \$10,000 over the term of office for resources expended and expenses incurred in supporting the duties as Vice-President for Diversity, Equity, and Inclusion of NALP. The Vice-President for Diversity, Equity, and Inclusion will have discretion to budget the funds as will best support the duties to NALP. No more than one half of the total amount can be used in the first year of the term.
- The Vice-President for Diversity, Equity, and Inclusion should call upon the NALP staff for support in carrying out their duties.
- The Vice-President for Diversity, Equity, and Inclusion is eligible for reimbursable travel expenses associated with NALP Board meetings and any additional NALP-related required travel.
- The Vice-President for Diversity, Equity, and Inclusion is eligible for reimbursable dependent care expenses (up to \$1,000 per year) above regularly anticipated cost of such expenses incurred as a result of Board activities.

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## **VICE-PRESIDENT FOR MEMBER SERVICES AND EDUCATION 2024-2026**

NALP's Vice-President for Member Services and Education shall, in the absence of the President, preside at business meetings of the Board of Directors, the regions, and/or the general membership. The Vice-President for Member Services and Education 1) assists the President in conducting the affairs of the association, 2) serves a two-year term, and 3) assumes the responsibility to attend all meetings of the Board of Directors during their term of office.

Candidates for Vice-President for Member Services and Education make a commitment to the association to serve as described below:

### **Governance**

- With the President, President-Elect, Vice-President for Diversity, Equity, and Inclusion, and Vice-President for Finance, serves as an officer of the association.
- Together with other Officers, plans and coordinates orientation activities for the incoming Board of Directors.
- In the absence of the President, presides at business meetings of the Board of Directors, the regions, or the general membership.

### **Volunteer Leadership and Conferences**

- Serves as Chair of the Regional Leadership Council (also known as the Regional Resource Council) and acts as a liaison between the Regional Representatives.
- Coordinates and chairs meetings with the Regional Representatives including an orientation/training session on the Monday and Tuesday immediately preceding the Annual Education Conference and any other in person meetings or phone conferences.
- Coordinates activities of the Regional Representatives and reports to the Board of Directors regarding the same.
- Participates as an active member of other Sections, Committees, Groups, Teams, and Task Forces as requested by the President.
- Assists with conference programming and supports the President in convening and leading the Conference Planning Committee.
- Coordinates preparation of Directors and Regional Representatives for any regional meetings at the Annual Education Conference.

### **Fiscal and Administrative**

- Consults with the officers in proposing the annual budget.

### **Communications and Public Relations**

- Represents NALP to external audiences, including writing articles and speaking at conferences and meetings with the approval of the President.
- Writes for the NALP *Bulletin+* as appropriate.

## **Time Commitment — Vice-President for Member Services and Education**

In addition to the time required to fulfill the responsibilities described above:

- Attends all meetings of the Board of Directors during their term of office (Board meetings are generally held in May, July, November, February, and immediately prior to the Annual Education Conference). Currently scheduled Board meetings during this term: April 15-16, 2024 (Boston, MA); ~May 21-25, 2024 (Washington, DC); ~July 9-12, 2024 (Location TBD); ~November 6-10, 2024 (Location TBD); ~February 19-22, 2025 (Location TBD); April 7-8, 2025 (Cleveland, OH); and April 13-14, 2026 (Hollywood, FL).
- Attends the Annual Education Conference immediately prior to the term of office and the two Conferences during the term of office: April 16-19, 2024 (Boston, MA); April 8-11, 2025 (Cleveland, OH); and April 14-17, 2026 (Hollywood, FL).
- Attends meetings, if convened, of the Regional Leadership Council.
- Travel nights (nights away on NALP business): Approximately 20-22 required nights each year. Additional optional nights as requested.
- The Vice-President for Member Services and Education typically has the most significant time commitment in the spring, from preparation for Regional Leadership Council activities at the Annual Education Conference through the conference planning meeting (typically mid-June). The work of the Regional Leadership Council is spread throughout the year.
- For the purpose of honoring their existing service commitments, Vice-Presidents in elected or slated positions of two-year terms should not, under ordinary circumstances, accept a nomination for another elected or slated position in the first year of their term, but may do so in their second year.

## **Resources and Support Available to the Vice-President for Member Services and Education**

- The Vice-President for Member Services and Education's employer is entitled to reimbursement of up to \$10,000 over the term of office for resources expended and expenses incurred in supporting the duties as Vice-President for Member Services and Education of NALP. The Vice-President for Member Services and Education will have discretion to budget the funds as will best support the duties to NALP. No more than one half of the total amount can be used in the first-year of the term.
- The Vice-President for Member Services and Education should call upon the NALP staff for support in carrying out their duties.
- The Vice-President for Member Services and Education is eligible for reimbursable travel expenses associated with NALP Board meetings and any additional NALP-related required travel.

- The Vice-President for Member Services and Education is eligible for reimbursable dependent care expenses (up to \$1,000 per year) above regularly anticipated cost of such expenses incurred as a result of Board activities.

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## **DIRECTORS 2024-2026**

The Board of Directors collectively serves as the governing body of the association with full power and authority to conduct, manage, and direct the business of the association. The voting members of the Board include the President, President-Elect, Vice-President for Diversity, Equity, and Inclusion, Vice-President for Member Services and Education, Vice-President for Finance, and nine Directors. Five of the nine Directors shall represent law schools. All terms are for approximately two years.

### **Functions of the Board**

- Develops policies relating to programs and services, membership, and personnel.
- Exercises overall financial management, including adoption of an annual budget, setting the dues structure, determining non-dues income policies, and establishing audit procedures.
- Engages collaboratively in long range planning and evaluation of the association's programs.
- Advises and consents on appointment of Section, Committee, Group, Team, and Task Force chairs and liaisons.

### **Responsibilities of Each Director of the Board**

- Acts as a fiduciary in exercising the powers granted to Board members for the benefit of NALP.
- Prepares for and attends all Board meetings and is available for telephone or email conferences when necessary.
- Builds relationships and maintains communication with Regional Representatives, Chairs of Sections, Committees, Groups, Teams, and Task Forces, as assigned, to monitor activities, provide information and report to the Board as appropriate.
- Represents members in the various NALP regions, as assigned by the President, by communicating with members through phone conferences, e-mail, and meetings.
- Attends any regional meetings during the Annual Education conferences during the term of office: April 8-11, 2025 (Cleveland, OH) and April 14-17, 2026 (Hollywood, FL).
- Participates in specific projects as requested by the President, such as serving on Board committees and Work Groups, serving as liaisons to other organizations, representing the association at meetings, or preparing issue reports and statements.

### **Time Commitment — Directors**

In addition to the time required for the activities and responsibilities described above:

- Attends all meetings of the Board of Directors during their term of office (Board meetings are generally held in May, July, November, February, and immediately prior to the Annual Education Conference). Currently scheduled Board meetings during this term: April 15-16, 2024 (Boston, MA); ~May 21-25, 2024 (Washington, DC); ~ July 9-12, 2024 (Location TBD); ~November 6-10, 2024 (Location TBD); ~ February 19-22, 2025 (Location TBD); April 7-8, 2025 (Cleveland, OH); and April 13-14, 2026 (Hollywood, FL). Note that the practicality of in-person meetings will depend on then current health and safety guidelines.
- Attends the Annual Education Conference immediately prior to the term of office and the two Conferences during the term of office: April 16-19, 2024 (Boston, MA); April 8-11, 2025 (Cleveland, OH); and April 14-17, 2026 (Hollywood, FL).
- Travel nights (nights away on NALP business): Approximately 20-22 required nights each year. Additional optional nights as requested.
- For the purpose of honoring their existing service commitments, Directors in slated and elected positions of two-year terms should not, under ordinary circumstances, accept a nomination for another elected or slated position in the first year of their term, but may do so in their second year.

### **Resources and Support Available to Directors**

- Board members are eligible for reimbursable travel expenses associated with NALP Board meetings and any additional NALP-related required travel.
- Board members are eligible for reimbursable dependent care expenses (up to \$1,000 per year) above regularly anticipated cost of such expenses incurred as a result of Board activities.
- The registration fee to attend one of NALP's educational programming events (other than the Annual Education Conference) or webinars is waived for each Director during each year of the term.

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## REGIONAL REPRESENTATIVES

Regional Representatives serve as regional ambassadors, gathering and disseminating information, spearheading regional communication, welcoming new members, and serving as a resource to NALP members. The Regional Representative position is a popular option for members seeking initial leadership experience within NALP, as it provides excellent preparation for other leadership roles.

General Regions elect two Regional Representatives, one representing law school members and one representing employer members, each to serve two-year terms as members of the Regional Leadership Council. The terms are staggered so that each General Region has a total of four Regional Representatives at any time. Each Limited Region (Canada) elects one Regional Representative each year, to serve a two-year term. The Regional Leadership Council will have 22 members.

Members are eligible to run for the Regional Representative position provided they have not served a full term on the Regional Leadership Council at any time in the three years prior to the election.

Each Regional Representative is a member of the Regional Leadership Council (“RLC”) and has the following job responsibilities:

- Attends in person the Annual Education Conference the year they are elected.
- Attends an orientation/training session that will be held remotely prior to the Annual Education Conference on Wednesday, April 10 between 12:00 noon and 6:00 pm ET. Each Regional Representative should also use best efforts to attend the Annual Conference that takes place between the first and second years of their term. Note that the practicality of in-person meetings will depend on then current health and safety guidelines.
- Works in collaboration with the regional team to help plan any regional events during the Annual Education Conference during term of office.
- Participates in all meetings (usually via videoconference) of the RLC.
- Interacts with and provides reports to the Board of Directors, President, Vice-President for Member Services and Education, and staff as appropriate on news, activities, and concerns from the region.
- Serves as an ambassador for NALP in reaching out and gathering information from members in the region regarding concerns, trends, and interests, and to share information with members in the region from NALP and the Board including information relating to surveys, upcoming conferences and events, and topical issues. This includes planning, hosting, and participating in regional outreach and feedback calls.
- Develops knowledge on the region and shares information and opportunities with fellow NALP members including the Board and staff. Engages in environmental scanning

(through conference calls or individual calls) when requested to gather member input and identify regional issues.

- Welcomes and follows-up with new members to NALP (through calls and emails).
- Within the region, serves as liaison and resource to city groups and law school consortia, provides outreach to underserved cities/localities and, where possible and appropriate, attends meetings and presents NALP information and data (e.g., end of season report).
- Identifies local groups, events, organizations etc., that may be resources for NALP members; understands and uses NALP resources (website, NALPconnect, directories, newsletters, research) appropriately.
- Identifies volunteers from within the region for projects and committees, as well as potential volunteer projects within the region.
- For the purpose of honoring their existing service commitments, Regional Representatives in two-year terms should not, under ordinary circumstances, accept a nomination for another elected or slated position in the first year of their term, but may do so in their second year.
- Each Regional Representative has access to a pool of funds in order to help offset expenses for travel to a regional team meeting and/or a city group/consortium meeting in their region.
- The time commitment for Regional Representatives is spread throughout the year and ranges from 5-10 hours/month. Regional Representatives plan, conduct, and participate in monthly Regional Leadership Council meetings, convene quarterly feedback calls with Board members, and conduct member outreach through welcome calls, city group outreach, and environmental scanning throughout the year.

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## NOMINATING COMMITTEE

General regions elect two Nominating Committee members, one representing law school members and one representing employer members, to serve one-year terms. Each limited region elects one Nominating Committee member — who may be either a school or employer member — to serve a one-year term.

All elected Nominating Committee members shall have a minimum of three years of experience within the industry or experience as a NALP Section, Committee, Task Force, Team, or Group chair or vice-chair.

Members are eligible to run for the Nominating Committee provided they have not served on the Nominating Committee at any time in the three years prior to the election.

Each Nominating Committee member:

- Attends a training session during the summer/fall (1-2 nights) and the slating meeting during the winter (2-3 nights). (Cost of travel is covered by NALP.) Note that the practicality of in-person meetings will depend on then-current health and safety guidelines.

- Solicits nominations for all NALP elected positions and slates members for officer and director positions, and serves as a resource for nominees as they consider their nomination and complete their application.
- Manages the nomination and election process for Conference Planning Coordinators, Regional Representatives, and Nominating Committee positions.
- Attends the Annual Education Conference during the term of office (April 8-11, 2025 in Cleveland, OH).

The Nominating Committee also produces two articles for the NALP *Bulletin* informing and educating the membership on topics related to NALP's election and nomination process. Committee members may be invited to participate in developing and presenting conference programs on how members can attain leadership roles in the association.

**NOTE:** Members of the Nominating Committee are not eligible for positions that are elected or slated during their term of office.

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## CONFERENCE PLANNING COORDINATORS

The Conference Planning Committee includes eleven members, plus the Chair and any Vice Chairs appointed by the President. Conference Planning Coordinators serve a one-year term.

**Elected Conference Planning Coordinators:** General regions elect one Conference Planning Coordinator, alternating each year between a law school member representative and an employer member representative (e.g., in even-numbered years, including this 2024 election cycle, three general regions — Mid-Atlantic, Southeast and West/Rocky Mountain — elect Conference Planning Coordinators representing employer members, and two general regions — Midwest and Northeast — elect Conference Planning Coordinators representing school members). Each limited region elects one Conference Planning Coordinator — who may be either a school or employer member — to serve a one-year term.

**Appointed Conference Planning Coordinators:** The President shall appoint the remaining members of the Conference Planning Team to ensure a diverse representation of member types, areas of expertise, viewpoints, personal characteristics, and experience within NALP.

Member employees are eligible to run for the Annual Education Conference Planning Committee provided they have not served on the Annual Education Conference Planning Committee at any time in the three years prior to the election.

Each Conference Planning Coordinator (elected or appointed):

- Serves as an active member of the Annual Education Conference Committee, attends the planning meeting (scheduled for TBD) (cost of travel is covered by NALP), and with guidance from the Officers and Conference Chair, provides support for planning and implementing the entire conference. Note that the practicality of in-person meetings will depend on then current health and safety guidelines.

- Throughout the term of office, assists the officers and Conference Chair as needed, conducts environmental scanning to monitor the need for relevant programming, and provides guidance and assistance to program speakers.
- Attends the Annual Education Conferences immediately prior to (April 16-19, 2024) and during the term of office (April 8-11, 2025) and serves as a speaker host/shepherd at the annual conference during the term of office.
- Attends the regional meetings during the Annual Education Conference during the term of office (April 8-11, 2025) to serve as a shepherd and provide assistance to the Regional Representatives.
- Writes brief articles for the *NALP Bulletin+* publicizing the programming of the Annual Education Conference.
- Has their Annual Education Conference registration fee waived during the term of office: April 8-11, 2025 (Cleveland, OH).