



## MEMORANDUM

**TO: NALP NOMINATING COMMITTEE**  
**FROM: NALP Board of Directors**  
**RE: NALP Board Directives for the Slate of Officers and Directors, 2023-2024**  
**DATE: August 2023**

---

### **By-Law Requirements:**

- 1) The following officer positions — President; President-Elect; Vice-President for Member Services and Education; Vice-President for Finance; and Vice-President for Diversity, Equity, and Inclusion — shall be held by Law School Members and Employer Members in a three to two ratio or a two to three ratio, with neither Law School Members nor Employer Members holding more than three of the five positions.
- 2) Of the 9 Directors, 5 shall come from school members and 4 from employer members.

### **Guidelines:**

The slate of nominees proposed by the Nominating Committee should collectively possess the requisite skills, dedication, capabilities, temperament, and prior experience within the Association to assure that the Association is governed and its affairs are managed efficiently and effectively, with exceptional vision, judgment, enthusiasm, and business acumen.

### ***Experience***

We seek a mature level of experience with the issues impacting our organization and with the employers and schools that constitute our membership. Additionally, when developing the slate, the Nominating Committee should consider tapping candidates with significant leadership and professional experience, as well as providing opportunities for newer members to advance within the organization.

### ***Diversity, Equity, and Inclusion***

The Nominating Committee shall ensure that the slate is diverse in its composition and reflects the Association's stated and unwavering commitment to diversity, equity, and inclusion. To that

end, the committee shall use its best efforts to include candidates on the slate who will provide diversity on the Board by virtue of their race, age, color, ethnicity, gender, sexual orientation and gender identity, and/or disability as well as possess a strong commitment to promoting diversity, equity, and inclusion efforts throughout the organization. As stated in NALP Board of Directors Policy Statement 100 on Diversity, Equity, and Inclusion within NALP, 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.

### ***Additional Characteristics***

The Nominating Committee shall also consider additional characteristics to enhance the slate's diversity. In particular, the Nominating Committee should consider regional representation and balance of the Board, member organization size, the member organization's national/regional scope within the marketplace, primary job responsibilities/position within the member organization, and job focus or area of specialty, e.g., recruitment, professional development, diversity, equity and inclusion, general career advising, public interest career advising, and student affairs.

Directors must possess the ability to separate their institution's issues from the best interests of NALP. Directors should also have a temperament that allows them to represent their viewpoint zealously, but not take it personally when others disagree. Additionally, all slated directors and officers must 1) be members of NALP and/or willing to become members of NALP; 2) anticipate the support of their individual employers and staff should they be slated; and 3) be prepared to fully commit to the work, time, and travel to participate in the Board meetings.

The Nominating Committee should actively seek candidates for NALP leadership positions who possess knowledge of, experience with, and commitment to, the public service arena. The Committee should also actively seek candidates who have a familiarity with current and emerging trends in legal education and legal employment.

For the purpose of honoring their existing service commitments, NALP members 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.

### ***Position of Vice-President for Finance***

With respect to the position of Vice-President for Finance, a background in business, finance, or accounting is strongly preferred. While not necessarily a requirement, such a background certainly benefits the Board and members. If the candidates in the Vice-President for Finance

pool lack such experience, consideration must be given to which other members of the candidate pool may possess such experience. Pursuant to Sarbanes-Oxley requirements, there must be some financial expertise among the Board's officers and directors.

**Qualities of NALP Leaders:**

- Diverse (broadly defined)
- Sense of responsibility (stewardship and integrity)
- Excellent oral and written communication skills (including public presentation skills)
- Strong organizational skills
- Smart/Hardworking/Motivated/Flexible
- Participatory management style (ability to build consensus, is a team player)
- Well-respected AND respectful of others
- Visionary/Innovative (ready to move the association forward)
- Dependable/Reliable/Able to juggle multiple priorities
- Attentive, careful listener
- Open-Minded (no pre-judgment, predetermined conclusions)
- Ability to adapt and act when emerging and urgent issues impact NALP membership
- Judgment (ability to come to a reasoned conclusion that balances the needs of diverse constituents)
- Confidence (willing to share opinions during meetings)
- Loyalty (willingness to uphold a group decision even if personal opinion differs)
- Respectful/Courteous
- Trustworthy (ability to deal with confidential and sensitive issues)
- Integrity
- Cooperative (works well with others in a meaningful way, seeks joint solutions)
- Knowledge of the legal employment world
- Experience with NALP committees or other leadership positions within NALP (also knowledge of NALP membership, goals and mission)
- Responsive (to our constituents, to fellow Board members and NALP staff, etc.)
- Committed (ability to devote the time necessary to being a successful leader and continue NALP's role as the industry leader)