



2013 NALP Volunteer Leadership Training

Friday, April 5, 2013

GoToWebinar Attendee Interface

1. Viewer Window



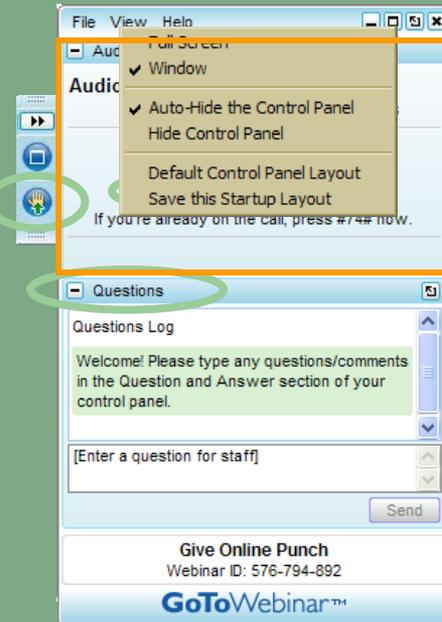
Law Firm and Law School Collaboration:
Best Practices for Recruiting and Retaining
Diverse Attorneys

Presented by Audra Wilson, Esq.
Director of Diversity at Northwestern Law School

NALP: The Association for Legal Career Professionals
ALFDP: The Association of Law Firm Diversity Professionals



2. Control Panel



File View Help

- Full Screen
- Window
- Auto-Hide the Control Panel
- Hide Control Panel
- Default Control Panel Layout
- Save this Startup Layout
- If you're already on the call, press #74# now.

Questions

Questions Log

Welcome! Please type any questions/comments in the Question and Answer section of your control panel.

[Enter a question for staff]

Send

Give Online Punch
Webinar ID: 576-794-892

GoToWebinar™

Welcome and Agenda

- Mission, Core Values and NALP Brand
- What it Means to Be a NALP Leader
- Your Role as Section Leader
- Section Leader Toolkit



NALP's Mission, Core Values and Brand

Our Mission

- Connecting members by providing vision, expertise, research and education;
- Cultivating fair and ethical practices; and
- Advocating for diversity and inclusion in the legal profession.

Core Values

- Expertise
- Fairness
- Collaboration
- Inclusivity
- Service

Who We Are:

NALP is **more** than guidelines, more than data, more than education, more than networking.

We are a community of experts dedicated to the success of our members and the promotion of knowledge and expertise about the legal employment market.

Our Message

NALP is an association of nearly 2,500 legal career professionals who advise law students, lawyers, law offices and law schools in North America and beyond.

NALP believes in fairness, facts and the power of a diverse community. We work every day to be the best career services, recruitment and professional development organization in the world because we want the lawyers and law students we serve to have an ethical recruiting system, employment data they can trust and expert advisers to guide and support them in every stage of their careers.

Communicating our Brand and Promise

As you lead your section, embody NALP's core values and educate members about NALP

- Use prepared minute message
- Share your NALP story



What it Means to be a NALP Leader

Be NALP

Expert	Astute	Principled	Dedicated	Prestigious
Academic	Consensus-builder	Credible	Accessible/Welcoming	Dynamic
Champion	Engaged	Diplomatic	Generous	Influential
Creative	Focused	Ethical	Helpful	Reputable
Forward-Thinking	Pragmatic/Practical	Respectful	Responsive	Smart
Innovative	Reasoned/Stable	Trustworthy	Service-oriented	

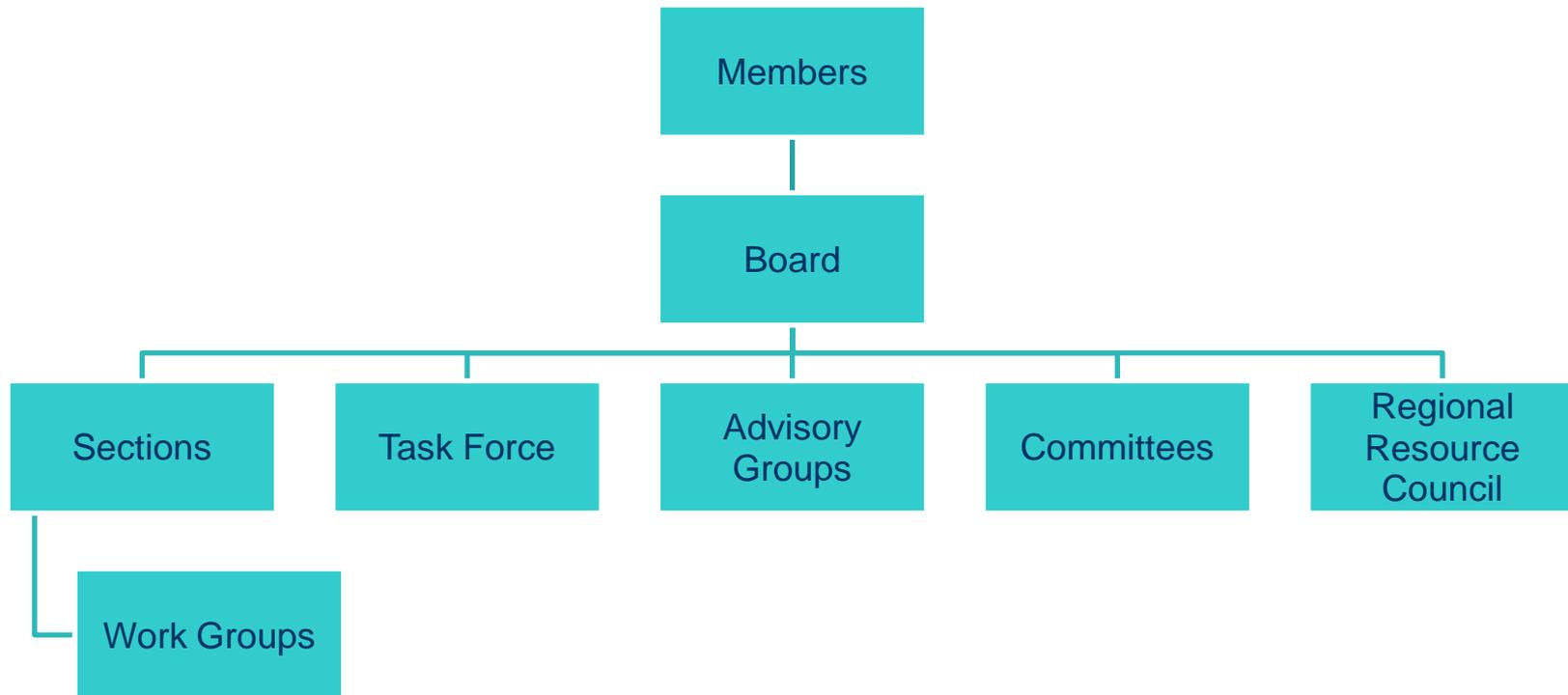
NALP Leaders

- Display a willingness to make decisions
- Exhibit sound and accurate judgment
- Make timely decisions
- Include other member volunteers in planning and decision-making
- Make themselves available to members and are responsive
- Develop others
- Create strategies and processes to achieve objectives
- Have a strategic vision for their section, group, committee or NALP as a whole



Your Role as a Section Leader

Organizational Structure



Section Leaders: Overview of Your Role

- Create a sense of community
- Play a critical role in our ability to achieve our vision and strategic plan
- Lead, facilitate, build consensus
- Oversee charges: collaborate
- Develop volunteers (future leaders)
- Keep the Board and the RRC informed

Community

- Communication is critical
- You are the bridge between your Section and the Board
- You have both internal (section) and external (larger NALP community) constituencies
- Share ideas, exchange information
- Keep our members connected
- Be accessible

Oversee Charges

- Assign vice-chairs to lead work groups
- Discuss the existing charges and brainstorm how to accomplish them
- Develop timelines and action plans for accomplishing charges
- Discuss new ideas with Section members –
 - FastTrack Review @ Board Orientation - Due – May 6th
- RFPs and Bulletin Articles
- Talk to your Board Liaison regularly about challenges to executing charges

Keep Board and RRC Informed

- Board Liaison
 - Great resource to help you get things done
 - Can assist with moving charges forward
- Regional Resource Council
 - Keep the RRC informed too, i.e., when section completes a project
 - Use RRC to promote section events and resources
- Quarterly Reports
 - Valuable tool to keep Board and Section up-to-date

Develop Volunteers

- Potential leadership opportunities in Section
 - Seek out a cross section of members and find a way to engage all volunteers if possible
- Ensure members are receiving support and guidance
- Highlight specific member involvement
 - Note a job well done on articles, presentations, etc.
- Recognize, thank and encourage people
- Talk to your Board liaison if you need guidance

Lead, Facilitate & Build Consensus

- Initiate and generate new ideas and charges: be innovative
- Act on the charges that we have identified
- Communicate within the Section
- Interact with your vice-chairs
- Identify and promote new leaders
- Who will be you next year?



Section Leader Toolkit

NALPconnect

- Social media for NALPers – primary mode of communication
- Each Section has a “Group” space
- List your calls for the year, post summary after calls, share articles, start discussions, etc.

DEMO NALPconnect

Conference Calls

- Plan at least 4 at the beginning of the year
- Calendar in advance
- Review best practices handout
- Select date/time carefully (time of year; time of day, etc)
- Prepare for a silent audience – identify topics in advance and “plant” speakers!
- Announce calls on NALPconnect and post to the Section Events calendar in your NALPconnect group space.
- Send multiple reminders if possible

Webinars

- Every Section should consider a webinar
 - For Section members or
 - For the membership more broadly
 - Excellent educational tool

- Protocol
 - Coordinate with NALP Director of Membership Professional Development Mary Beal

Other modes

- Conference programs
- Articles for *Bulletin* or *NALPNow!*
- Best Practices or other resource guides
- Repackage existing material!

Next Steps

- Annual Conference Meetings
 - Open House – Tuesday evening, April 23, 6-7:30 pm
 - Section & Group Leader Training II –
 - Wednesday, April 24, 8:00 – 9:00 a.m., Room 22, Tampa Convention Center
 - Expand on today's webinar and have immediate past chairs offer helpful hints
 - Meeting of Sections, Work Groups, Committees
- Finalize vice-chairs and charges
- We will have bimonthly check-in calls



Important Dates

April 24, 2013	Training @ 8:00 AM for Chairs –Room 22
May 24, 2013	Annual Education Conference RFPs due
June 21, 2013	Article Proposals due
June 20, 2013	First Quarterly Board Report due
October 17, 2013	Second Quarterly Board Report due
January 16, 2014	Third Quarterly Board Report due
March 20, 2014	Fourth Quarterly Board Report due



Questions?

THANK YOU!