TO: NALP MEMBERS

FROM: 2020-2021 NALP Nominating Committee
   Melanie Priddy, Katten Muchin Rosenman LLP, Chair
   Rob Cacace, Georgetown University Law Center, Vice-Chair
   Carly Appel, Skadden, Arps, Slate, Meagher & Flom LLP
   Jeff Becherer, New York Law School
   Kimberley Bonnar, Cassels Brock & Blackwell LLP
   Tanisia Charles, Jones Day
   Joe Christian, University of Tennessee College of Law
   Courtney Dredden Carter, Jenner & Block LLP
   Donna Gerson, Drexel University Thomas R. Kline School of Law
   Michelle Le Biavant, Perkins Coie LLP
   Jennifer McGarr, University of Missouri School of Law
   Kristine McKinney, Fish & Richardson LLP
   Melanie Rowen, University of California, Berkeley School of Law

RE: 2020-2021 Nomination Process & Leadership Position Descriptions

DATE: September 2020

As the 2020-2021 Nominating Committee, we are pleased to kick-off the new nomination cycle and to encourage you to actively consider nominating your NALP colleagues and/or yourself for a leadership position within NALP. The positions available for the 2020-2021 cycle include:

- 2021-2022 President-Elect
- 2021-2023 Vice-President for Finance
- 2021-2023 Directors (5 – 2 employer members and 3 school members)
- 2021-2022 Nominating Committee members (10 – an employer and school rep from each general region;
- 2021-2023 Regional Representatives (10 – an employer and a school rep from each general region)
- 2021-2022 Regional Representative - Canada (1 – an employer or a school rep)
- 2021-2022 Conference Planning Coordinators (6 – employer reps from the Midwest and Northeast regions and school reps from the Mid-Atlantic, Southeast and West/Rocky Mountain regions; and a representative from Canada – school or employer member)

Leadership position descriptions follow in this document, and more detailed information is available through NALP’s website at http://www.nalp.org/nominating/.

Please visit http://www.nalp.org/nominating/ to nominate colleagues or yourself.

We are also pleased to continue the on-line application process. Once a nominee decides to accept a nomination, they will complete the application through an on-line portal by clicking on the application link at http://www.nalp.org/nominating/.

Please don't hesitate to let any of us know if you have any questions.
NALP values and seeks a diverse leadership. 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 2020-2021 Nominating Committee requests your nominations for the following positions:

**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. Candidates for President make a commitment to the association to serve as described below:

President Elect 2021-2022

**Governance**

- With the President, 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.

**Volunteer Leadership**

- Formulates the appropriate business and financial plans for the association with the support of the Executive Director, President, and Immediate Past President. Identifies and develops 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.
- Identifies volunteers for leadership positions, appoints liaisons, chairs and vice-chairs for all Sections, Committees, Groups, and Task Forces during their presidential year, with the support of the Vice-President for Member Services and Education, ensuring balance based on school and employer members, diversity, and national and regional interests.
- Prepares Section, Committee, Group, and Task Force chairs for meetings and facilitates their orientation leading up to and at the Annual Education Conference.

**Fiscal and Administrative**

- Consults with the officers regarding the proposed annual budget.
- Serves as Board liaison to the NALP Nominating Committee.

**Communications and Public Relations**

- At their discretion, has the opportunity to represent NALP to internal and external audiences, including writing articles and speaking at conferences and meetings, with the approval of the President.

**President 2022-2023**

**Governance and Planning**

- With the Vice-Presidents and President-Elect serves as an officer of the association.
- In conjunction with other officers, plans and coordinates orientation activities for the incoming Board of Directors.
- Directs and coordinates activities of the Board of Directors.
- 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, and Task Forces, and positions as liaison to other organizations with the support of the Vice-President for Member Services and Education.
- Supervises and provides direction for Sections, Committees, Groups, and Task Forces.
- Convenes and, with the Vice-President, 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 in the initiation and/or maintenance of 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.
- Writes a regular column for the NALP Bulletin and articles for other newsletters.
- Serves, with the Executive Director, as spokesperson for NALP for media inquiries.

**Immediate Past President 2023-2024**

- 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 designated 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 complete the tasks 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 26-27, 2021 (Scottsdale, AZ); May 19-22, 2021* (Washington, DC); July 15-17, 2021 (location TBD); November 10-13*, 2021 (location TBD), February 23-26, 2022* (location TBD); April 4-5, 2022 (New Orleans, LA); April 24-25, 2023 (Vancouver, BC), and April 16-19, 2024 (Boston, MA).
  *Note, exact dates within this range of dates remain TBD and will either be a Wed/Thurs/Fri arc or a Thurs/Fri/Sat. Note also 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 27-30, 2021 (Scottsdale, AZ); April 5-8, 2022 (New Orleans, LA); April 25-28, 2023, (Vancouver, BC), and April 16-19, 2024 (Boston, MA).

- Travel nights (nights away on NALP business): President-Elect year: approximately 20-22 required nights and assigned share of approximately 24 recommended or optional nights for attending external events; President year: approximately 30-32 required nights and selected share of approximately 24 recommended or optional nights for attending external events; Immediate Past President year: approximately 15-17 required nights and assigned share of approximately 24 nights of attending external events.

- 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 President may call upon the NALP staff for support in carrying out the duties of the NALP President as needed — from administrative assistance to support in developing the business plan.
- The President is encouraged to call upon other officers and Board members for assistance in completing the tasks of the NALP President (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 an association leadership training conference with the Executive Director.

**VICE-PRESIDENT FOR FINANCE 2021-2023**

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 audit, and preparing the annual budget, 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 Vice-President for Finance is supported by NALP’s Comptroller, investment advisor, tax accountant, and auditors.

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

**Governance**

- With the President, Vice-President for Member Services and Education, and President-Elect, serves as an officer of the association.
- In conjunction 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, Investment Oversight Committee, and Audit Committee.
- Serves as a member of the Investment Oversight Committee 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 Comptroller, prepares and circulates to the Board of Directors a proposed budget.
- In direct consultation with NALP’s Comptroller, supervises the association’s annual audit.
- 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.
• Serves on Investment Oversight Committee for the two years following completion of two-year term as Vice-President for Finance.

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 complete the tasks 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 26-27, 2021 (Scottsdale, AZ); May 19-22, 2021* (Washington, DC); July 15-17, 2021 (location TBD); November 10-13*, 2021 (location TBD), February 23-26, 2022* (location TBD); April 4-5, 2022 (New Orleans, LA); and April 24-25, 2023 (Vancouver, BC). *Note, exact dates within this range of dates remain TBD and will either be a Wed/Thurs/Fri arc or a Thurs/Fri/Sat. Note also 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 27-30, 2021 (Scottsdale, AZ); April 5-8, 2022 (New Orleans, LA); and April 25-28, 2023, (Vancouver, BC).
• The Vice-President for Finance usually travels to the NALP office for one day in June to work with NALP staff on preparing 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.
• Under ordinary circumstances, there is an expectation that candidates slated to a Vice-President position will see that term in office through before accepting a nomination for another elected or slated term. In other words, 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 may 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.

VICE-PRESIDENT FOR MEMBER SERVICES AND EDUCATION 2020-2022
The position of Vice-President for Member Services and Education is not open for nominations this year because the term of the current incumbent runs from 2020-2022. The following information is provided for members’ information only.

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 her/his 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, and Vice-President for Finance, serves as an officer of the association.
• In conjunction 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 Resources 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, 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 Representa-
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 may call upon the NALP staff for support in carrying out the duties of the NALP Vice-President.
- 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.
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 an excellent entry point to leadership within NALP and has a proven track record of helping to prepare members for additional leadership opportunities.

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 Resource 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 a Regional Representative each year, to serve a one-year term and a second follow-on year as Immediate Past Regional Representative. The Regional Resource Council will have 21 members.

Each Regional Representative is a member of the Regional Resource Council ("RRC") and has the following job responsibilities:

- Attends in person the Annual Education Conference the year they are elected, including an orientation/training session (from 1:00 - 5:00 pm on Monday, April 26 and from 8:00 - 11:30 am on Tuesday, April 27, 2021 with a dinner on Monday evening, April 26, 2021) at the Annual Education Conference. (NALP will cover the cost of the Monday night hotel expense for attendance at the orientation/training session immediately prior to the Annual Education Conference if the member's employer does not otherwise cover it.) Each Regional Representative should also use best efforts to attend the Annual Conference that takes place between the first and second years of her/his term. Note that the practicality of in-person meetings will depend on then-current health and safety guidelines.

- Works with the regional team to help plan and conduct business at the Regional Meeting during the Annual Education Conference during term of office.

- Participates in all meetings (usually telephonic or web-based) of the RRC.

- 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 in an ambassadorial role to gather information from members in the region regarding concerns, trends, and interests, and to provide information to 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 all 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 (i.e., 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.
• Under ordinary circumstances, there is an expectation that candidates elected to a Regional Representative position will see that term in office through before accepting a nomination for another elected or slated term. In other words, 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.

• Regional Representatives from Limited Regions (currently Canada) who serve a one-year term will serve a second follow-on year as Immediate Past Regional Representative and will be encouraged to participate in the annual RRC orientation program and RRC meetings throughout the 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 Resource 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. Regional Representatives also plan the Regional Business Meeting at the Annual Education Conference.

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

CONFERENCE PLANNING COORDINATORS

The Conference Planning Committee is comprised of ten members (eleven in alternate years with a limited region member), 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 odd-numbered years, including this 2021 election cycle, three general regions — Mid-Atlantic, Southeast & West/Rocky Mountain — elect Conference Planning Coordinators representing school members, and two general regions — Midwest and Northeast — elect Conference Planning Coordinators representing employer members). Each limited region elects a Conference Planning Coordinator in alternate (odd numbered) election years, including this year — 2021-2022 — for the Canadian Region.

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. The pool of potential appointed members shall consist primarily of either: 1) committee, advisory group and section chairs from the previous two years or 2) Regional Representatives from the previous two years.

Each Conference Planning Coordinator (elected or appointed):

• Serves as an active member of the Annual Education Conference Committee, attends the planning meeting (tentatively scheduled for June 23-25, 2021) (cost of travel is covered by NALP), and under the direction of 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 27-30, 2021) and during the term of office (April 5-8, 2022) and serves as a speaker host/shepherd at the annual conference during the term of office.

• Attends the Regional Meeting during the Annual Education Conference during the term of office (April 5-8, 2022) 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 5-8, 2022 (New Orleans, LA).

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 a Nominating Committee member in alternate (even numbered) years. This position is not open for the Canadian Region this year.

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

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.

• 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 5-8, 2022).

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 called on to participate in developing and presenting conference programs on how members can attain leadership roles in the association.