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ACCEPTING THE CALL TO LEAD

A TOP 10 GUIDE

to NALP Nominations for Officer and Director Positions

Why NALP Leadership Matters

Serving in an elected or slated NALP leadership role allows you to:

- Help shape the future of NALP and the legal profession.
- Build relationships with law school and employer colleagues in the U.S. and Canada.
- Strengthen leadership, communication, and strategic decision-making skills.
- Gain experience with NALP committees, sections, boards, and staff.
- Bring your ideas and perspective to association-wide conversations.
- Advance NALP's mission through meaningful service.

TOP 10 TIPS
for NALP Nominated Candidates

01 **Put real effort into your materials.**
Treat your resume, candidate statement, and responses as important professional documents. Highlight relevant NALP involvement, leadership experience, accomplishments, motivation, and the perspective you would bring. Use specific examples. Additionally, be thoughtful and intentional when selecting references. Choose professionals who know your abilities and your skillset.

02 **Demonstrate professionalism from day one.**
Be thoughtful, responsive, courteous, prepared, and respectful of the Nominating Committee's time. Every interaction communicates how you would represent NALP.

03 **Proofread everything.**
Check spelling, grammar, names, titles, dates, formatting, page limits, responses, attachments, and file names. Ask a trusted colleague to review your materials.

04 **Meet every deadline.**
Create a personal timeline for drafting, feedback, finalizing, submitting, and preparing for interviews. When possible, submit early.

05 **Respond promptly to your Nominating Committee contact.**
Acknowledge messages quickly, offer specific times to connect, and communicate changes in availability. Prompt communication demonstrates reliability and interest.

06 **Follow the directions exactly.**
Meet all format, page, word-count, document, naming, and submission requirements. Answer every question directly and submit materials as directed by your Nominating Committee contact.

07 **Make your materials easy to review.**
Use clear headings, consistent formatting, concise paragraphs, numbered responses specifically referencing each question, descriptive file names, and the most relevant information first. Avoid repetition.

08 **Understand the numbers and set realistic expectations.**
Selection is highly competitive, with more candidates than available positions. Distinguish yourself through preparation, relevant experience, enthusiasm, clear materials, and attention to detail. Do not give the Committee an avoidable reason to remove you early.

09 **Show enthusiasm and explain your "why."**
Explain why NALP leadership matters to you, what motivates you, how you hope to contribute, what you have learned, and why the role is a good fit. Specificity is more persuasive than general statements about "giving back.

10 **Present yourself as ready to serve.**
Demonstrate that you are prepared, responsive, organized, collaborative, open to learning, committed to NALP's mission, and ready to contribute time and energy.

Final Checklist

Before submitting, ask yourself:

- ❑ Did I follow every instruction?
- ❑ Did I answer every question directly?
- ❑ Did I meet all page and word limits?
- ❑ Is my resume current and easy to read?
- ❑ Have I proofread everything and asked someone else to review it?
- ❑ Did I send my application materials to my (thoughtfully selected) references?
- ❑ Did I explain why I want to serve?
- ❑ Did I show genuine enthusiasm?
- ❑ Have I met every deadline?
- ❑ Have I responded promptly to my Nominating Committee contact?

Go Forward with Confidence

The process is competitive, but it is also an amazing opportunity and fun! Prepare thoughtfully, communicate professionally, follow the instructions, meet the deadlines, and let your experience and enthusiasm come through. Make it easy for the Committee to see what you would bring to NALP leadership.

A Note from Your Authors

These recommendations reflect our collective experience as both candidates and as individuals who have served in elected and slated NALP roles, including:

Eric Bono
Regional Leadership Council (2015-17), Board of Directors (2019-21), Conference Planning Committee (2021-22), Nominating Committee (2025-26)

Amy Jones Mattock
Nominating Committee (2013-14 and 2025-26), Regional Leadership Council (2015-17), Board of Directors (2017-19), Conference Planning Committee (2019-20)

Alisa Benedict O'Brien
Nominating Committee (2016-17 and 2025-26), Conference Planning Committee (2020-21), Regional Leadership Council (2021-23), Board of Directors (2023-25)

If you are nominated and decide to put your name forward, use these tips to present yourself as a strong, prepared, and committed candidate, and feel free to reach out to us for guidance!

