

MEMORANDUM

To: NALP Board of Directors
From: Experienced Professionals Section, Lee Anne Masetti-Martin, Chair
Re: Quarterly Update
Date: October 2016

I. RFP Submissions Update

Our Vice-Chairs for the Annual Education Conference Planning/Bulletin Articles Working Group worked tirelessly with members to develop RFP ideas and to assist with writing the proposals. 26 RFPs were ultimately submitted to the Conference Planning Committee for review. I am happy to report that 14 were chosen for the upcoming Annual Education Conference in San Francisco!

II. Webinars and Bulletin Articles

Of the 26 proposals that were submitted for the Conference via the EP section, 12 were not chosen. We will review the RFPs that were not selected to see if those can be produced as Bulletin articles (as needed by Janet Smith, since the deadline for proposals has passed) or as webinars. We believe that the members came up with some phenomenal RFPs and we'd like to explore having them presented in some format during the year.

III. Experienced Professionals and Newer Professionals Collaboration Working Group Update

The Vice-Chairs for this working group had a call with Courtney Dredde and Sheryl Roberts, the Vice-Chairs for the Newer Professionals Webinars working group. Together, they brainstormed ideas for future webinars. We have followed up with the NP Vice-Chairs and hope to finalize a webinar schedule soon.

In addition, the Vice-Chairs for this group hope to launch an "Advice To My Younger Self" campaign. This will involve the Vice-Chairs posing a question to our members in this format: What advice would you give your younger self regarding _____? The topic would be something timely and relevant to both schools/firm side members. The advice would be in the form of an active discussion on NALPConnect. We have also proposed collecting the advice and sending it over to the NP Vice-Chairs so that they can share the advice with their members.

IV. Quarterly Call

We hosted our second EP Section call on September 8, 2016. Approximately 23 members joined the call. The agenda is included below:

- Board Update/Highlights: Lynn Herron

- Update from Working Groups:
 - Annual Education Conference Planning Working Group: Michael Nguyen, Tom Rodriguez, Wendy Siegel, Michele Ward
 - Experienced Professionals/Newer Professionals Working Group: Yujin An, Norma Cirincione, Melissa Maynard Leger
- Discussion Topic led by the Managing Your Own Professional Development Working Group: Cassandra Chen, Cindy Hasson, Cassandre Stump

For the Working Group updates, please see I, II and III above.

This year, we decided to add some professional development programming into each call. The PD program can take the form of a discussion topic or a presentation. For the September call, the Vice-Chairs of the Managing Your Own Professional Development Working Group decided to give a presentation entitled, “Serving as a Leader.” Cassandre Stump from NYU School of Law took the lead on the presentation and explained the differences between being a manager and being a leader. Cassandra Chen and Cindy Hasson offered additional viewpoints throughout the presentation. Below are some notes from the presentation:

- Managers focus on operational tasks. They get things done, and tend to keep things at the status quo. Managers are task based, mechanical and efficient in routine tasks.
- Leaders focus on big picture tasks and on the energy of the team. Leaders assess members’ developmental needs and often focus on three year plans for goals. Leaders focus on trust and rapport amongst and between team members. They inspire and motivate team members.
- Recruiters and Career Services members are often asked to be both managers AND leaders.
- Core competencies of leaders:
 - Lead yourself: Are you flexible in your day to day interactions? Can you adjust your own behavior?
 - Lead results: Communicate clear goals and expectations. Commit to excellence. Invest ourselves in our work to make ourselves invaluable to our school/firm. Delegate when possible. Get people on board.
 - Lead others: Responsible for conflict management. You need to be a strong listener and communicator.
 - Lead thinking: Focus on awareness. Recognize the implications of global trends. Develop awareness across cultures. No matter what you do as a leader, you have to believe in and keep your own vision in mind. Use sound logic and find good alternatives as needed.
- One member mentioned that a good resource for additional PD in leadership skills is *Executive Development Associates*.

- Next steps: You have to challenge yourself and know what you're doing right and wrong. You need to seek feedback. You should network with other leaders - seasoned leaders can serve as mentors. You should seek a mentor who is not your manager.
- As a leader, you need to have clarity of vision. You also need to be able to adapt and check in with yourself to ensure that the actions you are taking are in alignment with your vision. Having the courage to attain your vision is key. It is very important as the leader to set the tone for your team by keeping very positive.

After the presentation, members were able to make comments. Some of those comments are below:

- From firm side member: When you are in fall or summer mode, it's all hands on deck. But, it's cyclical. As a leader, you know the times of year where you can shift into creative thinking mode.
- From a school side member: It's important to mentoring the people you are working with. During the busy time, you have a role to help keep the train going. But, when the dust clears, meet with people and help them see how great a job they've done.

V. Future Meeting Schedule:

December 15, 2016: 10:30 am Pacific/1:30 pm Eastern

March 30, 2017: 10:30 am Pacific/1:30 pm Eastern