CONFERENCE PLANNING COORDINATORS: 
DESCRIPTION OF SELECTION AND RESPONSIBILITIES

The Conference Planning Committee is comprised of ten members (eleven in alternate years with 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 law school member representatives and employer member representatives (e.g., in odd-numbered years, three general regions elect Conference Planning Coordinators representing law school members and two general regions elect Conference Planning Coordinators representing employer members). Each limited region elects a Conference Planning Coordinator in alternate years.

**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 [insert dates] (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.
- 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 [insert dates] and during the term of office [insert dates], 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 [insert dates] 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 his or her Annual Education Conference registration fee waived during the term of office [insert dates and location].