

APPENDIX C: DRAFT Job Description for the Vice-President for Diversity, Equity and Inclusion

NALP's Vice-President for Diversity, Equity, and Inclusion 1) strives to strengthen the association's commitment to diversity, equity, and inclusion in the work of the association and otherwise assists the President in conducting the affairs of the association, 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 work of the association and the Board of Directors on diversity, equity, and inclusion is shared by all members of the Board of Directors. The Vice-President for Diversity, Equity, and Inclusion will lead the Board of Directors in these efforts.

Candidates for Vice-President for Diversity, Equity, and Inclusion make a commitment to the association to serve as described below:

Governance

- With the President, Vice-President for Member Services and Education, Vice-President for Finance, 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.
- Monitors and measures progress against the stated diversity, equity, and inclusion commitments of the association, including those set forth set forth in Board Policy 100 and NALP's Statement Fighting Racism.
- Monitors and measures progress against the stated nondiscrimination commitments of the association, including those set forth in Board Policy 101.
- Ensures that the association and Board of Directors consider, develop, promote, and sustain diversity, equity, and inclusion in their policies, procedures, communications, and initiatives.

Volunteer Leadership and Conferences

- Provides counsel and support to the President and Vice-President for Member Services, with respect to diversity, equity, and inclusion educational programming. Encourages the development of a range of proposals from a diverse pool of speakers and experts for consideration for the Annual Education Conference and other member education programs.

- Assists with programming and supports the President in convening, leading, and planning the Diversity, Equity, and Inclusion Summit and other diversity, equity, and inclusion programming.
- Provides counsel and support to the Board of Directors and the Nominating Committee in achieving the goals of a diverse pool of candidates for leadership roles and greater representation of diverse members in leadership roles throughout the association.
- Serves as a Board liaison to, and participates as an active member of, the Diversity, Equity, and Inclusion Section. Participates as an active member of other Sections, Committees, Groups, and Task Forces as requested by the President.
- Serves as the association's liaison to other organizations focused on and/or engaged in diversity, equity, and inclusion efforts within the legal industry as requested by the President of the association.

Fiscal and Administrative

- Consults with the officers in proposing the annual budget.

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 Diversity, Equity, and Inclusion

In addition to the time required to complete the tasks described above:

- Attends all meetings of the Board of Directors during her/his/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: [TBD]*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 5-8, 2022 (New Orleans); April 25-28, 2023, (Vancouver, BC); and April 16-19, 2024 (Boston).

- Attends the Diversity, Equity, and Inclusion Summit during the term of office (when held).
- Travel nights (nights away on NALP business): Approximately 21-23 required nights each year. Additional optional nights as requested.
- 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 Diversity, Equity, and Inclusion

- The Vice-President for Diversity, Equity, and Inclusion '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 Diversity, Equity, and Inclusion of NALP. The Vice-President for Diversity, Equity, and Inclusion 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 Diversity, Equity, and Inclusion may call upon the NALP staff for support in carrying out their duties.
- The Vice-President for Diversity, Equity, and Inclusion is eligible for reimbursable travel expenses associated with NALP Board meetings and any additional NALP-related required travel.
- The Vice-President for Diversity, Equity, and Inclusion 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.