**Job Description – Proposed 4.2011**

**Regional Representatives**

General regions elect two Regional Representatives, one representing law school members and one representing employer members, each to serve two-year terms. Each limited region elects a Regional Representative each year, to serve a one-year term. The limited region Regional Representative shall alternate between law school and employer members.

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

- Attends in person the Annual Conference the year s/he is elected including an orientation/training session at the annual conference. Each Regional Representative should also use best efforts to attend the Annual Conference that takes place during her/his term.

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

- Interacts with and provides reports to the Board of Directors, President, Vice President and staff as appropriate on news, activities and concerns from the region.

- Coordinates communications and activities within the region that are designed both to gather information from members in the region regarding concerns, trends, interests, etc., and provide information to members in the region from NALP and the Board including information relating to upcoming surveys, results of surveys, conferences, etc. Among other things, the Regional Representatives should engage in environmental scanning (through conference calls or individual calls), call or email new members to welcome them to NALP, and be available to city groups, law school consortia or others as a resource.

- Serves as liaison to city groups/consortia and provides outreach to underserved cities/regions.

- Identifying volunteers for projects and committees.

- Writes articles for NALP *Bulletin* and *NALPnow*, and provides comments for blog entries.

- Other duties as assigned by the Vice President, Chair of the Regional Resource Council.