

LCLD Fellows Alumni Executive Council: Leadership & Committee Roles

Leadership Roles

Chair: This person is responsible for leading the Executive Council. The Chair is responsible for helping the Council make decisions and leading the Fellows Alumni in a direction consistent with the goals of the organization. The Chair shapes the agenda and runs the Fellows Executive Council monthly meetings with the assistance from the Immediate Past Chair, Chair Elect, and LCLD Program Manager. The Chair Elect and the Immediate Past Chair will participate in all Executive Council meetings and may be called on to assist with special projects or strategic initiatives.

Secretary: The Secretary assists the Chair to ensure that the business of the Executive Council runs smoothly. The Secretary frequently assists with the management of various working groups tasked with accomplishing specific goals. The Secretary is also responsible for coordinating meeting agendas and schedules, and for keeping meeting minutes during the Executive Council monthly meetings and distributing those minutes to the Executive Council following meetings.

Treasurer: The responsibilities of the Treasurer include, but are not limited to: (1) creating, approving, and managing the budget of the Executive Council; (2) accounting for revenues and expenditures, and reporting to the Executive Council on a quarterly basis; and (3) acting as a liaison with LCLD staff to ensure budget compliance. The Treasurer also serves as the chair of the Finance Committee.

Chief Data Officer: In furtherance of the Executive Council's strategic focus on enhancing Fellows Alumni engagement, the Chief Data Officer is responsible for coordinating efforts to develop a mobile app or other platform for use by Fellows Alumni that will facilitate networking, event planning, and the dissemination of substantive programming and other Fellows Alumni communications. The Chief Data Officer is also responsible for leading the Executive Council's efforts to develop analytical tools and metrics for assessing Alumni engagement. The Chief Data Officer also serves as the chair of the Technology and Connectivity Committee.

Fellows Alumni Committees

Communications Committee

The Communications Committee is responsible for building effective and ongoing relationships with and among Fellows Alumni by keeping the growing body of Fellows Alumni robustly informed of, and connected to, the Fellows Alumni experience. This committee works closely with the professional communications staff of LCLD and includes **Class Liaisons** in order to promote Fellows Alumni engagement and communications.

Class Liaisons are responsible for acting as a "bridge" between each Fellows class within the Fellows Alumni, including the current class of Fellows. The Class Liaisons strive to ensure that each Fellows class is made aware of what programs, events, initiatives, and projects the Executive Council, other Fellows Alumni classes, and LCLD are working on, and encourages members of each Fellows class to stay connected and engaged with one another and LCLD. Class Liaisons are also responsible for

managing and maintaining each class' GroupMe account for continued connectivity.

Strategic Objectives:

Developing, coordinating, and assisting in implementing an integrated communications plan through:

- Executing a cohesive new member care strategy (to facilitate the transition from Fellows to Fellows Alumni).
- Developing and managing class-based and other Fellows Alumni communications and surveys.
- Utilizing social media and other channels to communicate messages coherently and effectively across the Fellows Alumni.
- Assessing and providing feedback on survey results and determining the more effective and useful means of communicating with the Fellows Alumni.

Action Opportunities:

This committee also will seek to coordinate messaging and implementation on specific events and/or opportunities, such as:

- Developing the *Year in Review*
- Developing multi-channel communications efforts for the Leadership Symposium and the Rick Palmore Award.
- Featuring the community service endeavors of Fellows Alumni.
- Encouraging and supporting the nomination of Fellows Alumni for national, regional, and local awards.
- Acting as, and managing, Class Liaisons (and class-based surveys and communications).

Finance Committee

The Finance Committee, under the leadership of the Treasurer, is responsible for creating the budget for the use of funds that are raised through the All In Campaign. The Finance Committee is also responsible for managing the All In Campaign and tracking the use of funds raised through the All In campaign and other funding sources, including funds allocated to the Fellows Alumni by the LCLD Board of Directors. In addition, the Finance Committee, in conjunction with the Programs Development Committee and the LCLD staff, works to develop possible areas of strategic growth and the funding necessary to achieve that growth.

Leadership Symposium Committee

The Leadership Symposium Committee is responsible for planning and implementing the next Fellows Alumni Leadership Symposium, with the support of LCLD staff members. The committee's responsibilities include (1) developing a conference agenda and conference sessions, (2) establishing and maintaining conference budget, (3) identifying and confirming guest speakers, (4) organizing social events, and (5) securing sponsorships to cover the costs of the conference. This committee also works with LCLD staff to make recommendations for the following year's conference location and committee chairs.

Action Opportunities:

- Develop the agenda.
- Secure speakers.
- Secure sponsorships.
- Establish and maintain the conference budget.

Outreach Committee

The Outreach Committee is responsible for enabling the Fellows Alumni to have personal and collective impact on their local communities. The committee’s responsibilities include (1) organizing a yearly community service project at the Fellows Alumni Leadership Symposium, (2) identifying volunteer opportunities, (3) organizing an annual fundraising event for charity, and (4) fostering an environment in which Alumni share and exchange their personal stories of community service and impact.

Strategic Objectives:

- Serve Greater Good to Improve Legal Diversity—Connect the LCLD Fellows Alumni to the community through service and charitable giving. Our principal focus is on how we can make an impact on the community. The major objective of this committee is to think big and to focus on the type of legacy we, as diverse leaders in the legal profession, want to leave behind—i.e., how we want the community (those not in LCLD) to perceive LCLD and the Fellows Alumni.
- Relationship Incubation—Create monetary or action-driven projects and, in the process, bring Fellows Alumni together and help build relationships.

Program Development Committee

The Program Development Committee is responsible for promoting engagement among the Fellows Alumni with each other, LCLD Members, and other LCLD program participants (including Fellows, Pathfinders, and 1L Scholars) by developing substantive programming and organizing networking events. The committee is responsible for organizing (1) roundtable discussions involving LCLD Members, other business and community leaders, and Fellows Alumni in cities throughout the United States, (2) networking events, (3) Fellows graduation events, (4) get-togethers in connection with Leadership Lunches and Learning Experiences, (5) Advocacy Groups, and (6) other events or programs that focus on career development, leadership training, or relationship incubation.

Within the Program Development Committee, five **Regional Subcommittees** work to (1) develop and plan regional events and programs that foster networking among the various LCLD constituencies, professional and personal development/enrichment activities for Fellows Alumni, and community outreach programs, and (2) develop and promote effective communications channels on a regional basis.

The Regional Subcommittees are responsible for tailoring programming toward region-specific interests and industries. The work of the Regional Subcommittees requires close coordination with the Communications and Outreach Committees. Each of the five regions is led by a Regional Lead, who will be a member of the Executive Council and serve as a liaison between the Executive Council and his or her designated region. As part of each Regional Subcommittee, there will be City Leads designated for target cities in each region. Additional subcommittee members for each region will assist in the planning and execution of regional events and programming in their respective regions.

The five regions are as follows:

Mid-Atlantic	DC, MD, NC, VA, WV
Midwest	IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, Western PA (Pittsburgh area), SD, WI
Northeast	CT, DE, MA, ME, NH, NJ, NY, Eastern PA (Philadelphia area), RI, VT
South	AL, AR, FL, GA, KY, LA, MS, OK, SC, TN, TX
West	AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

Advocacy Groups are administered by the Program Development Committee. The Advocacy Group Subcommittee is responsible for planning, implementing, and supporting the Advocacy Group Program, a mutual support system where participating Fellows Alumni are divided into small groups and actively promote each other's careers. Through the Advocacy Group Program, Fellows Alumni assist each other in reaching their respective career goals through concrete steps, including providing feedback to each other on career strategy, sharing learning resources, and introducing each other to people who can be critical to career transitions or progressions.

Strategic Objectives:

- Relationship incubation by increasing Fellows Alumni interaction with other LCLD program participants and among each other by developing and implementing networking events.
- Facilitate access to role models and support through programs involving LCLD Members.
- Develop substantive career and leadership training content through programs tailored for Fellows Alumni.

Action Opportunities:

- Work on program for Fellows Alumni.
- Organize a Regional Roundtable Event in your city or region, giving you the opportunity to engage with General Counsel and Managing Partners.
- Organize a networking event for Fellows Alumni in your city or region.
- Organize a Fellows graduation event.
- Organize a Pathfinders and Fellows event.
- Organize a happy hour for a Leadership Lunch/Learning Experience in your city.
- Organize a 1L Scholars Program networking event.
- Organize a Group Mentoring Event for the Success in Law School Mentoring Program.
- Organize a leadership or professional development event.
- Organize/facilitate Advocacy Groups.

Technology and Connectivity Committee

The Technology and Connectivity Committee, under the leadership of the Chief Data Officer, is responsible for, in coordination with the Communications Committee and Program Development Committee, developing and implementing the Executive Council's engagement strategy, with a particular focus on building and enhancing technology platforms to facilitate communication, networking, engagement, and the dissemination of substantive content and programming in the Fellows Alumni community. The committee is also responsible for assisting the Executive Council's efforts to develop analytical tools and metrics for assessing Alumni engagement.



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