

LCLD Alumni Executive Council: Leadership & Committee Roles

Executive Council Leadership Roles

Chair: This person is responsible for leading the Executive Council. The Chair is responsible for helping the Executive Council (EC) make decisions and leading the LCLD Alumni in a direction consistent with the goals of the organization. The Chair shapes the agenda and runs the Alumni EC monthly meetings with assistance from the Immediate Past Chair, Chair-Elect, and LCLD Alumni Program Manager.

Chair-Elect: This person is the second-in-charge for all activities and initiatives of the EC. The Chair-Elect is responsible for assisting the Chair make decisions and lead the EC. The Chair-Elect participates in all EC calls, and is tasked with special projects and initiatives. The Chair-Elect will assume the role of Chair after one year as Chair-Elect.

Immediate Past Chair: This person plays an active role as advisor to the Chair. The Immediate Past Chair provides guidance and historical knowledge to the Chair. The Immediate Past Chair leads the Rick Palmore Award Nomination and Selection Committee and participates in all EC meetings.

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

Treasurer: The Treasurer is responsible for (1) managing the *All In!* campaign; (2) creating the budget for the use of funds raised through the *All In!* campaign; and (3) reporting to the EC on a quarterly basis. The Treasurer also serves as the chair of the Finance Committee.

***All In!* Campaign Lead:** The *All In!* Campaign Lead, with guidance from the Treasurer and Finance Committee, is responsible for managing the *All In!* campaign.

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

Advocacy Group Chair: The Advocacy Group Chair is responsible for creating and maintaining the Advocacy Groups and developing/executing topical calls for all alumni. The Advocacy Group Chair also leads the Advocacy Group Committee.

The Advocacy Group Vice-Chair: The Advocacy Group Vice-Chair assists the Chair in creating and maintaining the Advocacy Groups, developing/executing topical calls, and managing the Advocacy Group Committee.

Communications Committee Chair: The Communications Committee Chair is responsible for connecting LCLD Alumni through various communications channels including: *The Year in Review* and GroupMe/other social media. The Communications Chair leads the Class Liaisons in the dissemination of information to the various classes. The Communications Committee Chair works closely with the Vice-Chair and the LCLD Staff to achieve these goals.

Communications Committee Vice-Chair: The Communications Committee Vice-Chair assists the Communications Committee Chair in creating and disseminating information to LCLD Alumni.

Leadership Symposium Committee Chair: The Leadership Symposium Chair is responsible for planning the annual leadership symposium. Tasks include (1) developing a conference agenda and conference sessions; (2) establishing and maintaining conference budget; (3) identifying and confirming speakers; (4) organizing social aspects of the conference; and (4) securing sponsorships to cover the costs of the conference. The Leadership Symposium Chair works closely with the Leadership Symposium Committee Vice-Chair and Leadership Symposium Committee to accomplish these tasks.

Leadership Symposium Committee Vice-Chair: The Leadership Symposium Committee Vice-Chair assists the chair with all symposium-related tasks.

Outreach Committee Chair: The Outreach Committee Chair facilitates public service opportunities for the LCLD Alumni Community. These tasks include ongoing public service opportunities with The Posse Foundation and a group community service project at the Annual Leadership Symposium. The Outreach Committee Chair is also responsible for creating and maintaining a list of Alumni who wish to speak at outreach events, CLEs, conferences, and other programs.

Outreach Committee Vice-Chair: The Outreach Committee Vice-Chair assists the chair in planning and implementing public service opportunities throughout the year and at the Annual Leadership Symposium. The Vice-Chair assists the chair with the creation and maintenance of Alumni seeking speaking opportunities at outreach events, CLEs, conferences, and other programs.

Program Development Committee Chair: The Program Development Committee Chair oversees the development and implantation of substantive and networking opportunities through a network of five (5) Regional Leads and over fifty (50+) City Leads. Together with the Program Development Committee Vice-Chair and LCLD Alumni Program Manager, the Programs Committee Chair tracks and allocates *All In!* funds for regional and local programs. The Programs Committee Chair participates in 3 out of 5 monthly regional planning calls.

Program Development Committee Vice-Chair: The Program Development Committee Vice-Chair assists the Chair in all aspects of program development and implementation and *All In!* funding allocation decisions. The Program Development Committee Vice-Chair participates in 2 out of 5 monthly regional planning calls.

Regional Leads: Five Regional Leads (Northeast, Mid-Atlantic, South, Midwest, and West) lead a number of City Leads their respective regions in the development, planning, and implementation of local programming for LCLD Alumni. Regional Leads manage monthly check-in calls where they facilitate the development of program topics and troubleshoot planning roadblocks.

Other Alumni Leadership Roles

City Leads: City Leads, with help from Regional Leads and the Program Development Chair and Vice-Chair, are responsible for planning and executing at least two programs for local alumni. One event should contain substantive content and the other should focus on networking. City Leads participate in monthly check-in calls with the Regional Lead. Each city has at least two City Leads, and larger cities may have more than two City Leads. This is a great position for Alumni looking to lead within their local LCLD community.

Class Liaisons: Class Liaisons are responsible for acting as a “bridge” or connection point between each program class and the LCLD Alumni. The Class Liaisons strive to ensure that each class is made aware of programs, events, initiatives, and projects that the EC, other LCLD Alumni Classes, and LCLD are undertaking. Class Liaisons engage with their classes through periodic class calls and via GroupMe. Class Liaisons serve on the Communications Committee and play a critical role in encouraging participation for class-level awards. Each program year has two Class Liaisons.

Alumni Committee Descriptions

Advocacy Group Committee

The Advocacy Group Committee is responsible for planning, implementing, and supporting the Advocacy Group Program, a mutual support system where participating LCLD Alumni are divided into small groups and actively promote each other’s careers. Through the Advocacy Group Program, LCLD 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. The Advocacy Group Committee is also responsible for planning and executing topical calls open to all LCLD Alumni.

Strategic Objective:

- Develop substantive career and leadership training content through programs tailored for LCLD Alumni.

Action Opportunity:

- Organize/facilitate Advocacy Groups.
- Plan topical calls for all LCLD Alumni.

Communications Committee

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

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 or Pathfinders to LCLD Alumni).
- Developing and managing class-based and other LCLD Alumni communications and surveys.
- Utilizing social media and other channels to communicate messages coherently and effectively across the LCLD Alumni.
- Assessing and providing feedback on survey results and determining the more effective and useful means of communicating with the LCLD 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 LCLD Alumni.
- Encouraging and supporting the nomination of Alumni for national, regional, and local awards.
- Acting as, and managing, Class Liaisons (and class-based surveys and communications).
- Lead panel discussions at final Fellows and Pathfinder program meetings.

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 *All In!* The Finance Committee is also responsible for tracking the use of funds raised through the *All In!* campaign and other funding sources. 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 LCLD 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 the 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.
- Plan social aspects of the conference.

Outreach Committee

The Outreach Committee is responsible for enabling the LCLD 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 LCLD Alumni Leadership Symposium; (2) identifying volunteer opportunities for Alumni with The Posse Foundation; and (3) helping to maintain a list of Alumni interested in speaking opportunities.

Strategic Objectives:

- Serve Greater Good to Improve Legal Diversity—Connect the LCLD Alumni to the community through service and charitable giving. The principal focus is on how LCLD Alumni 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 that LCLD Alumni, as diverse leaders in the legal profession, want to leave behind—i.e., how Alumni want the community (those not in LCLD) to perceive LCLD and the LCLD Alumni.
- Relationship Incubation—Create monetary or action-driven projects and, in the process, bring LCLD Alumni together and help build relationships.

Program Development Committee

The Program Development Committee is comprised of Regional Leads and City Leads from around the country. It is responsible for promoting engagement among the LCLD Alumni with each other, LCLD Members, and other LCLD program participants (including current Fellows, Pathfinders, and 1L Scholars) by developing substantive programming and organizing networking events.

The Program Development Committee is responsible for organizing (1) substantive programs based on the needs of each city; (2) roundtable discussions involving LCLD Members, other business and community leaders, and LCLD Alumni in cities throughout the United States; (3) networking events; (4) Fellows and Pathfinder program graduation events; (5) get-togethers in connection with Leadership Lunches and Learning Experiences; and (6) other events or programs that focus on career development, leadership training, or relationship incubation.

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, WV
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

Strategic Objectives:

- Relationship incubation by increasing LCLD Alumni interaction with other LCLD program participants and among each other by developing and implementing substantive and networking events.
- Facilitate access to role models and support through programs involving LCLD Members.

Action Opportunities:

- Organize substantive programming for local LCLD community.
- 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 LCLD Alumni in your city or region.
- Organize a Fellows or Pathfinder program graduation event.
- Organize a happy hour for a Leadership Lunch, Learning Experience, or other LCLD meeting in your city.
- Organize a leadership or professional development event.

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 EC'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 LCLD Alumni community. The committee is also responsible for assisting the EC's efforts to develop analytical tools and metrics for assessing Alumni engagement.