

## **The National LGBT Bar Association Seeks Candidates for American Bar Association positions**

The National LGBT Bar Association (National LGBT Bar) is accepting statements of interest from individuals who wish to represent the National LGBT Bar in various American Bar Association (ABA) positions. The National LGBT Bar is an official affiliate of the ABA, and as such holds a seat in the ABA House of Delegates. In addition, the National LGBT Bar liaises in an official capacity with many key sections within the ABA, including three seats in the Young Lawyers Division (YLD), a seat within the Law Student Division and positions on the Coordinating Committee on HIV/AIDS, the Commission on Women in the Profession, and others.

**\*\* Familiarity and experience working with the American Bar Association is a significant advantage. \*\***

The National LGBT Bar's ABA positions and brief description of duties include:

**ABA House of Delegates – Delegate:** The National LGBT Bar Delegate to the ABA House of Delegates (House) is the National LGBT Bar's lead representative to the ABA.

The Delegate is a member of the National LGBT Bar Association Board of Directors and serves as a member of its Executive Committee. The Delegate also chairs the LGBT Bar's ABA Committee, which as of 2011 includes the National Affiliate Representative to the ABA Young Lawyers Division Council, Delegates to the ABA Young Lawyers Division Assembly, a Committee Member of the ABA HIV/AIDS Coordinating Committee, a Commissioner to the ABA Commission on Women in the Profession, and a Law Student Representative to the ABA Law Student Division.

The ABA House has ultimate responsibility for establishing ABA policy on professional and public issues. As of 2010, it consists of 567 members, including 28 delegates from affiliated organizations, one of whom is from the LGBT Bar. The National Lesbian and Gay Law Association (now d/b/a the National LGBT Bar Association) achieved representation in the House through an ABA Constitutional amendment in 1992.

The House elects officers of the ABA, members of the ABA Board of Governors, members of the ABA Committee on Scope and Correlation of Work. The House has sole authority to amend the ABA's bylaws and may amend its constitution. The House authorizes and discontinues committees and sections of the ABA. The House sets ABA dues and is the judge of its own members.

Substantial time is required for this position because Delegates must participate in numerous LGBT Bar and ABA functions.

**Qualifications** - To qualify for the position, the candidate must be a member of the National LGBT Bar Association and the ABA; possess ambassadorial character; have

knowledge and experience regarding policies and procedures of both organizations. Successful Delegates will demonstrate the ability to promote the LGBT Bar and always conduct themselves diplomatically. They must be willing to collaborate and compromise with diverse professional peers. Prior experience within both the ABA and the LGBT Bar is necessary. Average time commitment for this position varies between 4-12 hours per month.

Elections - The Delegate is elected by the LGBT Bar Board of Directors at the ABA Annual Meeting for a two-year term starting in odd-numbered years. The nomination process for this position proceeds through the LGBT Bar's Nominations Committee.

Duties - The Delegate must attend all House meetings. The House meets twice per year at ABA Midyear meetings (every February) and Annual meetings (every August). At the Midyear, the House usually meets on Monday only; at the Annual, the House usually meets on Monday and Tuesday. At each meeting, House members are required to sign a roster which indicates their attendance.

The Delegate must also attend all meetings of the LGBT Bar Board of Directors, usually scheduled concurrently with, or immediately prior to, the ABA Midyear and Annual meetings. The Delegate also is expected to participate in monthly meetings of the LGBT Bar Executive Committee, chair regular meetings (presently quarterly) of the LGBT Bar ABA Committee, and participate on any other LGBT Bar committees to which he or she may be assigned by the President of the National LGBT Bar Association.

Reimbursement - The Delegate is reimbursed by the ABA for some transportation expenses to ABA Midyear Meetings only. Transportation to ABA Annual Meetings, as well as lodging expenses at both, may be reimbursed by the LGBT Bar, at the President's discretion.

#### **ABA Young Lawyers Division (YLD) – National Affiliate Representative:**

The National Representative represents the LGBT Bar before the YLD Council and provides leadership on voting at the YLD Assembly. Average time commitment for this position varies between 6-8 hours per month.

Qualifications - To qualify for the position, the candidate must be a member of the LGBT Bar and the ABA; member of the bar for less than ten (10) years; possess ambassadorial character; have knowledge and experience regarding policies and procedures of both organizations.

Elections - The National Representative is elected by the LGBT Bar Board of Directors at the ABA Annual Meeting for two-year terms starting in odd-numbered years. The nomination process for this position proceeds through the LGBT Bar's Nominations Committee.

Duties - The National Representative attends the four annual YLD meetings and the National LGBT Bar Association's annual Lavender Law® Conference & Career Fair. This individual also submits quarterly reports on the activities of the LGBT Bar in advance of these meetings and copies the LGBT Bar's Executive Director on those reports. The National Representative also supports sponsorship opportunities between the LGBT Bar and the YLD and helps develop joint programs. The National Representative is responsible for ensuring, to the extent possible, that two delegates are nominated and registered to attend the twice-yearly meetings of the YLD Assembly. Finally, this role requires leadership in the proposal of resolutions to the YLD Assembly that will benefit the LGBT Bar and advance its mission.

Reimbursement - Under current YLD policy, there is no reimbursement for attendance at annual ABA meeting. For the other meetings, National Representatives receives some reimbursement from the ABA. The National LGBT Bar Association does **not** provide any reimbursement for travel/meeting expenses.

**ABA YLD – Delegate:** The two YLD Delegates represent the LGBT Bar at the twice-yearly meetings of the YLD Assembly. Average time commitment for this position is 2-4 hours per month.

Qualifications - To qualify for the position, the candidate must be a member of the National LGBT Bar and the ABA; member of the bar for less than ten (10) years; possess ambassadorial character; and is willing to develop knowledge and experience regarding policies and procedures of both organizations. Average time commitment for this position varies between 6-8 hours per month.

Elections - Delegates are elected by the LGBT Bar Board of Directors at the ABA annual meeting for two-year terms starting in odd-numbered years. The National Representative nominates the delegates to the LGBT Bar's Nominations Committee.

Duties - The Delegates attend the ABA annual meeting and the ABA mid-year meeting (including the YLD Assembly meetings). The Delegates are also expected to attend the National LGBT Bar Association's annual Lavender Law® Conference & Career Fair. The Delegates are invited and encouraged, but not required, to attend all meetings of the LGBT Bar Board of Directors. These individuals also support sponsorship opportunities between the LGBT Bar and the YLD and helps develop joint programs. Delegates work the National Representative proposing resolutions to the YLD Assembly that will benefit the LGBT Bar and advance its mission

Reimbursement - Under current YLD policy, there is no reimbursement for Delegate attendance at any of the meetings. The National LGBT Bar Association does **not** provide any reimbursement for travel/meeting expenses.

**ABA HIV/AIDS Coordinating Committee – Committee Member:** The LGBT Bar representative to ABA’s HIV/AIDS Coordinating Committee represents the LGBT Bar on the ABA’s HIV/AIDS Coordinating Committee, and at all committee functions and activities. The Committee, founded in 1987 and charged with advising the ABA on HIV/AIDS law and matters, is comprised of a representative or delegate from each of the ABA’s constituent sections and committees, and the LGBT Bar representative has a particular, if implicit, role as the only member of the committee from an LGBT-based entity within the ABA.

Qualifications - To qualify for the position, the candidate must be a member of the LGBT Bar and the ABA; possess ambassadorial character; have knowledge and experience regarding policies and procedures of both organizations, and particularly the nearly 25-year history of the Committee, its work, and its mission. Average time commitment for this position varies between 4-12 hours per month.

Elections - The Committee Member is elected by the LGBT Bar Board of Directors at the ABA Annual Meeting for a two-year term starting in odd-numbered years. The nomination process for this position proceeds through the LGBT Bar’s Nominations Committee.

Duties - The Committee Member is responsible for attending Committee meetings, events, and LGBT Bar Board Meetings. They are also responsible for coordinating matters of interest or import to the LGBT Bar with the HIV/AIDS Coordinating Committee, and vice versa. They must also keep both organizations informed of matters of import to each, consistent with the mission of, and the role of the Committee Member on, each organization. The Committee Member must also prepare a report for each of the three LGBT Bar Board of Directors’ meetings, for review prior to the meeting, and/or as requested or directed. The Committee Member must also confer with and report to the LGBT Bar’s ABA Delegates Chair as requested.

The ABA’s HIV/AIDS Coordinating Committee meets four times per year: first, its primary Committee meetings are in Spring and Fall (typically mid-April and late-October, respectively), and each is independent from the ABA Mid-Year and Annual Meetings. Typically, these meetings take place at the ABA’s Offices in Washington, DC. Second, the committee also meets during the ABA Mid-Year and Annual Meetings. Third, the Committee sponsors, every other year (in even-numbered years), a two-day Law and Practice Conference on Current Legal Education in HIV/AIDS Law.

Additionally, the Committee often produces and/or sponsors panels or programs in conjunction with the ABA’s Annual or Mid-Year meetings, and has done so for each of the past five years. Additionally, the Committee or constituent sub-committees established for particular purposes—e.g., planning for conferences—meets frequently by telephone; this averages at twice per month for one hour to ninety minutes each meeting.

The HIV/AIDS Coordinating Committee requires appearance at all meetings, and where a Committee Member has missed two consecutive meetings without excuse, the Committee Member is subject to removal from the Committee.

Reimbursement - Under current policy, there is no reimbursement for Committee Member attendance at any of the meetings. The National LGBT Bar Association does **not** provide any reimbursement for travel/meeting expenses.

**ABA Commission on Women in the Profession – Commissioner:** The Commissioner represents the National Bar at the CWP bi-annual meetings and the Margaret Brent Awards Ceremony. Average time commitment for this position is 6-10 hours per month.

Qualifications - To qualify for the position, the candidate must be a member of the LGBT Bar and the ABA; possess ambassadorial character; is willing to develop knowledge and experience regarding policies and procedures of both organizations. Average time commitment for this position varies between 4-12 hours per month.

Elections - The Commissioner is elected by the LGBT Bar Board of Directors at the ABA Annual Meeting for a two-year term starting in odd-numbered years. The nomination process for this position proceeds through the LGBT Bar's Nominations Committee.

Duties - The Commissioner attends the ABA Annual Meeting, the ABA Mid-year meeting, the CWP bi-annual meetings, and the Margaret Brent Awards Ceremony. The Commissioner is also expected to attend the LGBT Bar's annual conference. These individuals also support sponsorship opportunities between the LGBT Bar and the CWP and help develop joint programs.

Reimbursement - Under current policy, there is no reimbursement for Commissioner attendance at any of the meetings. The National LGBT Bar Association does **not** provide any reimbursement for travel/meeting expenses.

## **Reporting**

All ABA Delegates, Committee Members, and Commissioners must submit a detailed written report to the LGBT Bar Board of Directors and all other members of the LGBT Bar's ABA Delegates, Committee Members, and Commissioners summarizing the meeting(s) attended 30 days prior to the LGBT Bar's mid-year and annual board meetings. The Representative to the YLD Council and the two Delegates to the YLD Assembly may submit a joint report. Reports shall be submitted via e-mail or in print to all recipients prior to all scheduled meetings of the LGBT Bar Board of Directors.

## About the Nominations Committee

The Nominations Committee is charged with the task of collecting and evaluating nominations for the LGBT Bar's ABA positions. The committee will propose a slate of candidates to the LGBT Bar Board of Directors in accordance with the procedures specified by the LGBT Bar Bylaws, for the election held at the August Board meeting held in conjunction with the ABA annual board meeting.

## Diversity

The LGBT Bar is committed to diversity in its representation in the ABA positions. Factors emphasizing one's diversity such as race, national origin, age, disability, sexual orientation, gender identity/expression and one's professional area (such as whether an individual works in private practice, for a governmental entity, as in-house counsel or for a non-profit organization) should be highlighted on the applicant's statement of interest.

## Nominations Process and Timeline

Individuals **must** be members in good standing of the LGBT Bar and the ABA in order to be considered for a position.

**May 16, 2011:** Open call for candidates interested in serving in one of the National LGBT Bar Association's ABA positions.

**May 31, 2011:** Deadline for interested individuals to submit statements of interest and the resumes. Statements should include the individual's contact information, their relevant history with nonprofit associations and LGBT advocacy, and their interest in serving the members of the LGBT Bar as ABA representatives. **Statements of interest and resumes must be submitted to [Nominations@LGBTbar.org](mailto:Nominations@LGBTbar.org) by 11:59pm EDT May 31, 2011.** The Nominations Committee compiles and submits a list of candidates for the ABA positions for review.

**June 10, 2011:** Over the next weeks, the Nominations Committee conducts phone interviews with the candidates.

**August 5-10, 2011:** At the LGBT Bar Board of Directors Annual Meeting to be held in Toronto, Canada, the LGBT Bar Board of Directors votes to approve or reject the candidate recommended by the Nominations Committee.

Additional information about the National LGBT Bar Association may be found at [www.lgbtbar.org](http://www.lgbtbar.org).