



NBLSA™
Striving to Balance Since 1968.

Leadership Opportunities



**CALL FOR 2016-2017 APPOINTED OFFICERS
AND SPECIALISTS**

Apply at
<http://www.nblsa.org/servantleader/>
by 4.8.2016

“The best way to find yourself is to lose yourself
in the service of others”

Mahatma Gandhi

Serve Selflessly.
Advocate Fearlessly.
Change Professionally.
Join the NBLSA Board Today!

Articulate and promote the needs and goals of Black law students • Foster professional competence • Improve the relationship between Black law students, Black attorneys, and the American legal structure • Instill in the Black attorney and law student commitment to the needs of the Black community • Bring about meaningful legal and political change in the Black community • Adopt and implement policies of economic independence • Encourage Black law students to pursue careers in the judiciary

Since 1968, the National Black Law Students Association (NBLSA) has been committed to developing talented, involved Black attorneys. NBLSA continues to be a leading advocate for increased representation of the Black students in law school and Black attorneys in the legal profession.

NBLSA: Since 1968

2016-2017 Call for Applications

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Available NBLSA National Leadership Opportunities 2016-2017 Term

The National Black Law Students Association (NBLSA) provides a number of opportunities to shape the agenda for social awareness and meaningful change. We encourage you to consider the following leadership opportunities:

National Appointed Officers

The following officers are considered members of the National Executive Board and are required to travel to a maximum of six (6) in-person executive board meetings during their terms and participate in all National Board conference calls.

- Chief of Staff (Internal and External)
- Convention Coordinator
- Director of Alumni Affairs
- Director of Communications
- Director of Corporate Relations
- Director of Education & Career Development
- Director of Frederick Douglass Moot Court Competition
- Parliamentarian
- Director of International Relations
- Director of Membership
- Director of Nelson Mandela International Negotiations Competition
- Director of Pre-Law Division
- Director of Public Relations
- Director of Social Action
- Financial Secretary
- Historian

National Specialists

The following positions are members of the National Staff. Thus, attendance at Executive Board Meetings is encouraged, but not required.

- Convention Specialist
- Corporate Relations Specialist
- Elections Specialist
- Financial Specialist
- Frederick Douglass Moot Court Competition Specialist*
- Graphic Design Specialist
- Job Fair Specialist
- Judicial Advocacy Specialist
- Legislative Advocacy Specialist
- Nelson Mandela International Negotiations Competition Specialist*
- Programming Specialist
- Thurgood Marshall Mock Trial Competition Specialist*
- Web Content Specialist

*Competition Specialists will be appointed after Competition Director appointments.

Apply at <http://www.nblsa.org/servantleader/> by 4.8.2016

2016-2017 National Elected Team

Derick Dailey
Fordham University School of Law
NATIONAL CHAIR

Charis Redmond
University of Virginia School of Law
NATIONAL VICE CHAIR

Tramisha Harris
William H. Bowen School of Law
NATIONAL SECRETARY

Beverly Smith
Howard University School of Law
TREASURER

Rod Hickman
University of Mississippi School of Law
NATIONAL DIRECTOR OF PROGRAMMING

Maureen Edobor
Washington & Lee University School of Law
NATIONAL ATTORNEY GENERAL

Marcus Sandifer
Emory School of Law
NATIONAL DIRECTOR OF COMMUNITY SERVICE

Tatiana Cody
The George Washington University School of Law
**THURGOOD MARSHALL MOCK TRIAL
COMPETITION DIRECTOR**

Mark Dunham, Jr.
American University School of Law
MID-ATLANTIC REGIONAL CHAIR

Kendall Yandell
University of Wisconsin-Madison School of Law
MIDWEST REGIONAL CHAIR

Greg Kimble
Brooklyn Law School
NORTHEAST REGIONAL CHAIR

Traci Gibson
University of Houston Law School
SOUTHWESTERN REGIONAL CHAIR

Chesize Brown
Ave Marie School of Law
SOUTHERN REGIONAL CHAIR

Leslee Matthews
University of Hawaii-Manoa School of Law
WESTERN REGIONAL CHAIR

2016-2017 In-Person Board Meeting Schedule

May 20-22nd, 2016

Joint National and
Regional Boards Retreat
Chicago, IL

July 16-22, 2016

National Bar Association
National Convention
St. Louis, MO

September 2016

Executive Planning Meetings
Location: TBD

November 2016

Pre-Convention
Executive Planning
Meetings, *Location: TBD*

January 2017

Executive Planning Meeting,
Location: TBD

March 2017

NBLSA's 49th Annual
National Convention
Houston, TX

Locations and dates above are tentative and subject to change.



Application Guidelines

Eligibility

Any member of an active NBLSA chapter may apply for an appointed position. The chapter must remain active throughout the appointed person's term in office.

Members who will serve on a NBLSA regional board for the 2016-2017 term may not apply for any national position.

Submission Guidelines

Deadline: All application materials must be submitted by 11:59PM PST on Friday, April 8, 2016. A letter from your school registrar or dean certifying enrollment and good academic standing is due by April 22, 2016. The Certification Letter should be submitted to appointments@nblsa.org.

Online Submission: All items should be submitted online at <http://www.nblsa.org/servantleader/>. Please do not submit materials directly to a member of the National Board.

References: Applicants must submit a list of references containing two past or present chapter officers. Please include name, position, phone number and email address.

Selection Process

The selection process involves: (1) a review of applications, (2) applicant interviews and confidential chapter reference calls, and (3) final board recommendations.

Application Review: All applications will be reviewed immediately after the submission deadline.

Applicant Interviews & Chapter Reference Calls: Interviews and confidential reference calls will be conducted April 11-April 28, 2016. All applicants will be e-mailed regarding an interview time.

Board Recommendation: Final recommendations to the board will be made on April 30, 2016.

Appointed Officers will be announced on or before May 1, 2016. All appointed positions are contingent upon receipt of the law school certification letter by April 22, 2016.

Please note all Competition Specialist applications will be held until the appointment of the Competition Directors.

Disclaimers

- All applications will be reviewed and applicants will be contacted in order of submission regarding interviews. Thus, early application is encouraged to maximize the convenience of your interview time.
- **There are no automatic appointments for any person.** This includes prior national or regional board members, prior applicants for office, and applicants endorsed by current or past officers.
- There is no preference for applicants from any particular region or chapter. The national board encourages **all** members who are interested in serving NBLSA to apply.
- While applicants with past or current local leadership experience are strongly encouraged to apply, there is no preference with respect to which office the applicant held. (e.g., a chapter president is not necessarily more meritorious than a committee chairperson).
- All materials must be submitted at <http://www.nblsa.org/servantleader/>.
- Applicants are encouraged to apply for the position that most interests them. However, **applicants are encouraged to indicate interest in up to three positions on the application.**
- **National Board Members and Specialists are expressly barred from any membership-wide NBLSA scholarships or participating in any NBLSA competitions.**

Questions? Please email appointments@nblsa.org.

Position Descriptions | Appointed Officers

A full list of duties for each position can be found in the National Bylaws located at <http://www.nblsa.org>

Please note that all appointed officers are required to prepare a transition report and a brief synopsis for the NBLSA Annual Report to be presented at Plenary. Officers are also required to attend all Board Meetings.

Director of Alumni Affairs & Development

The Director of Alumni Affairs & Development is responsible for growing and improving our alumni database while developing new techniques to maintain relationships with current attorneys who were members of BLSA while in law school. This position serves as the Chair of the Alumni Affairs Committee and oversees the creation of 2-3 alumni newsletters, the planning and execution of alumni receptions and the implementation of the alumni mentorship program.

Director of Communications

The Director of Communications oversees all internal (member) communications. This position works to publish and circulate a national newsletter, *The Legal Pad*, during the term of office. This position also partners with the Director of Public Relations and Regional liaisons to develop the communications strategy. The Communications Director prepares, reviews, and helps distribute all material intended for dissemination to membership including e-mails and NBLSA member-only web postings. This role also manages the Director of Public Relations, Historian, Graphic Design Specialist and Web Content Specialist positions. Prior writing or editorial experience is strongly preferred. ***Applicants must submit a writing sample or other work product sample using the online application form.***

Director of Corporate Relations

The Director of Corporate Relations solicits funding from institutional sponsors (e.g., law firms, government employers, corporations, etc.) in the form of sponsorships and tax-deductible gifts to NBLSA. This position works with the National Treasurer to develop a realistic fundraising target. This role works with the National Chair and National Director of Public Relations to prepare and finalize sponsorship solicitation packets; helps Regional Directors of Corporate Relations develop Regional solicitation strategies; and maintains frequent communication with the Regional Directors of Corporate Relations. ***Prior fundraising and/or relationship management experience is required.***

Director of Education & Career Development

The Director of Education & Career Development develops and implements programs aimed at academic success and professional competence. This position is responsible for creating an E-professional development series, maintaining the online NBLSA job bank, and assisting in the execution of regional academic retreats. This position also works with the Career Fair Specialist and Regional liaisons to execute the Regional Job Fairs. Last, this role administers NBLSA's annual scholarships.



Position Descriptions | Appointed Officers

A full list of duties for each position can be found in the National Bylaws located at <http://www.nblsa.org>

Please note that all appointed officers are required to prepare a transition report and a brief synopsis for the NBLSA Annual Report to be presented at Plenary. Officers are also required to attend all Board Meetings.

Director of International Negotiations Competition

The International Negotiations Competition Director coordinates the Nelson Mandela International Negotiations Competition (NMINC). Further, the National Director of NMINC is charged with preparation, dissemination, and operation of the NMINC; determining the NMINC registration fee subject to National Executive Board approval; and actively seeking accreditation and recognition for the INC among legal institutions, organizations, and the legal community. He/she has the decision-making authority over solicitation, purchase or creation of the problem, and the official rules subject to ultimate approval by the National Executive Board. They must also appoint Specialist(s) subject to approval by the National Executive Board. *An interest in international law and prior negotiations or alternative dispute resolution (ADR) experience is required.*

Director of International Relations

The Director of International Relations works with the Attorney General and the Director of Community Service to coordinate international advocacy and service initiatives on behalf of the organization. This position coordinates NBLSA's WORLD AIDS day program, the NBLSA C.A.R.E.S. for Haiti and Nigeria projects; ensures NBLSA support of the Black Law Students Association of Canada by co-chairing the International Relations Committee with the appropriate BLSAC liaison; and supports, manages, and coordinates the activities of the International Law Student Division chapters. This role also represents NBLSA at international events and conferences as needed; educates the membership on international legal norms; and, administers grants and fellowships designed to foster interest in international relations.

Director of Membership

The Director of Membership oversees all aspects of the member enrollment process. This role develops materials and programs to market membership and directs online membership enrollment. The Director of Membership also presents membership statistics to the National Executive Board; works, through Regional liaisons, to reactivate inactive chapters and establish new NBLSA chapters; and ensures events, news, and programs are properly communicated to the membership. This position will oversee the Chapter Relations Specialist, and work closely with the Parliamentarian, Director of the Pre-Law Division, and Director of Alumni Affairs & Development. *This position is limited to 3Ls.*

Director of Moot Court Competition

The Moot Court Competition Director coordinates the Frederick Douglas Moot Court Competition (FDMCC). Further, the National Director of FDMCC is charged with preparation, dissemination, and operation of the FDMCC; determining the FDMCC registration fee subject to National Executive Board approval; and actively seeking accreditation and recognition for the FDMCC among legal institutions, organizations, and the legal community. He/she has the decision-making authority over solicitation, purchase or creation of the problem, and the official rules subject to ultimate approval by the National Executive Board. They may also appoint Specialist(s) subject to approval by the National Executive Board.

Director of the Pre-Law Division

The Director of the Pre-Law Division is responsible for creating pipeline initiatives aimed at encouraging students to consider the legal profession. This role works to promote interest in the legal career field in high school and undergraduate students, partners with the National Black Pre-Law Admissions & Preparation Conference to help recruit Black students to law school, and develops programs and initiatives to increase the proficiency of Black undergraduate students on law school entrance exams. This position also fosters the development of undergraduate affiliate NBLSA Chapters at the various institutions of higher learning, provides status reports on the division, disseminates NBLSA information to pre-law members, and exercises general executive authority over the business and function of the Pre-Law Division.

Position Descriptions | Appointed Officers

A full list of duties for each position can be found in the National Bylaws located at <http://www.nblsa.org>

Please note that all appointed officers are required to prepare a transition report and a brief synopsis for the NBLSA Annual Report to be presented at Plenary. Officers are also required to attend all Board Meetings.

Director of Public Relations

The Director of Public Relations is responsible for the development and execution of NBLSA's public relations strategy. This position develops press kits; prepares press releases, presentations, and talking points for external audiences; and cultivates and maintains media contact and distribution lists specific to NBLSA's advocacy and branding objectives. The PR Director is also responsible for coordinating with the National Director of Communications and the Web Content Specialist to expand NBLSA's presence via the website, social media (e.g., Facebook, Twitter, etc), and other media outlets. Prior public relations and/or marketing experience is strongly preferred. ***Applicants must submit a writing sample or other work product sample using the online application form.***

Director of Social Action

The Director of Social Action executes grassroots initiatives that support the Attorney General's legislative and litigation-based advocacy strategy. In particular, this role will coordinate NBLSA's involvement in coalitions that center on education issues and voter's rights issues. This position is also responsible for finding creative ways to execute NBLSA's constitutionally denoted projects. ***Applicants must submit a writing sample or other work product sample using the online application form.***

Chief of Staff

The Chief of Staff briefs the National Chair on the internal matters of the organization and coordinates the activities of NBLSA with other organizations. The Chief of Staff provides professional support to the National Chair and performs other duties and special projects as assigned by the National Chair. This position requires extensive experience with NBLSA programming as well as exceptional organizational, analytical, and communication skills.

Convention Coordinator

The Convention Coordinator, using an event planning resource, is responsible for coordinating all facets of the National Convention including, but not limited to: (1) Convention Site Selection; (2) Convention Theme; (3) Convention Agenda; (4) Event Scheduling; (5) Marketing; (6) Registration Activities; (7) Social Events; (8) Host Chapter Confirmation; and, (9) all other duties necessary to execute the National Convention. This position chairs the National Convention Committee and uses attendee feedback to improve the quality of the 46th Annual Convention. The Convention Coordinator is expected to travel to the convention site (Milwaukee) at least twice during the term, before the Annual Convention. Additional funds may be necessary.

Financial Secretary

The National Financial Secretary monitors the National Board's financial policies and procedures and deposits all funds received by the organization (must have access to Bank of America). This role assists the Regional Treasurers in performing their duties on an as-needed basis; updates and maintains the national banking relationship database; and completes financial projections as needed by the National Treasurer and National Chair. ***Prior accounting or bookkeeping experience is required.***

Parliamentarian

The National Parliamentarian serves as an advisor to NBLSA on parliamentary procedure and decides all questions of interpretation and construction of the parliamentary authority and procedural rules of NBLSA. The Parliamentarian works with Regional Parliamentarians, provides delegates with the current procedural rules, and coordinates the National election procedures. The Parliamentarian also works closely with the Director of Membership to ensure that the chapters have constitutions that are in compliance with the National Constitution. ***Wide-ranging knowledge of parliamentary procedure is required.***

Historian

The National Historian prepares a narrative account of NBLSA's activities for the 2015-2016 term. The Historian also serves as the custodian of documents, books, or other materials pertaining to NBLSA's history. This role, in conjunction with the National Director of Communications, compiles the NBLSA Legal Pad Magazine, which contains Regional updates, governance updates, and information on special projects or initiatives. This role is also responsible for coordinating photography and other multimedia resources at National Board Meetings and the National Convention.

Position Descriptions | National Specialists

Please note that Specialists are not required to travel to Board Meetings. Travel requirements, if they exist, are denoted in the position description.

Judicial Advocacy Specialist

The Judicial Advocacy Specialist serves as the liaison between the National Attorney General and attorneys, firms, and partner organizations that will be working with the Amicus Brief and White Paper programs. The Judicial Advocacy Specialist will be responsible for contacting those groups regularly and assisting the Attorney General in finding new attorneys, if necessary, for the judicial-advocacy training program. This role may also be required to work with the Regional Attorney Generals in coordinating the training programs. ***Applicants must submit a writing sample or other work product sample using the online application form.***

Legislative Advocacy Specialist

The Legislative Advocacy Specialist assists the Attorney General with the legislative advocacy work of NBSA. As a part of the Advocacy Team, the Specialist monitors legislation in Congress, maintains scheduling appointments and meetings with Congressional offices, conducts follow up with Congressional offices, and assists with the planning of the Annual CBC Conference and NBSA Hill Day. This role will require assistance in Congressional meetings, including attendance if necessary. ***Preference will be given to individuals located in the DMV area or with strong connections to the Capitol. Applicants must submit a writing sample or other work product sample using the online application form.***

Elections Specialist

The Elections Specialist works closely with the Attorney General, Director of Social Action, and community partners to develop initiatives aimed at voter education and turnout, voter registration, voter protection, and voter rights restoration. Programs focus on communities with historically low voter turnout and/or underrepresented populations. The Election Specialist also works with Regional Attorney Generals and Regional Community Service Directors to implement voter programming. ***Prior experience managing compliance with laws regulating the political involvement of a 501(c)(3) is preferred.***

Convention Specialist

The Convention Specialist assists the Convention Coordinator in their execution of the 48th Annual Convention. This position will coordinate with the Convention Coordinator and Event Planner to ensure that the printing, gifts, and logistics are finalized. If there are volunteers, then they will also act as the volunteer coordinator.

Financial Specialist

The Financial Specialist serves as a resource to regions and local chapters regarding financial best practices and will help implement uniform financial policies and procedures. The Finance Specialist works with the National Treasurer to issue quarterly financial statements and the annual report to membership. This role also assists with the coordination and completion of all government, compliance, and regulatory documents. ***Prior accounting or bookkeeping education or experience is preferred.***

Corporate Relations Specialist

The Corporate Relations Specialist helps solicit funding from institutional sponsors (e.g., law firms, government employers, corporations, etc.) in the form of sponsorships and tax-deductible gifts to NBSA. The Corporate Relations Specialist helps Regions develop sponsor solicitation strategies and may organize contacts between Regions and potential sponsors. This position also handles all National sponsor correspondence post-deal, drafts sponsorship agreements, and maintains sponsor records. ***Prior fundraising, relationship management, and sales experience are preferred, but not required.***

Position Descriptions | National Specialists

Please note that Specialists are considered Members of the National Staff as opposed to members of the National Executive Board. As such, they are not required to travel to Board Meetings. Travel requirements, if they exist, are denoted in the position description.

Chapter Relations Specialist

The Chapter Relations Specialist assists the National Director of Membership with managing NBLSA chapter relations and serves as a resource for Regional Directors of Membership. Additionally, they are responsible for assisting the National Parliamentarian with the collection of chapter constitutions and ensuring that chapters are in compliance with the NBLSA constitution. The Chapter Relations Specialist also serves as a liaison between chapters and the NBLSA National Finance Team in order to (1) maintain a record of chapters' FEIN, (2) coordinate the delivery of chapter restricted donations from donors and (3) supply chapters with chapter budget templates. *This position is limited to 3Ls.*

Web Content Specialist

The Web Content Specialist is responsible for managing content updates for the NBLSA website. They will report to the Director of Communications and work closely with the Director of Public Relations. The Web Content Specialist will also perform regular reviews of the website to ensure content accuracy, timeliness, and relevance. They will also monitor web usage and provide visitation stats, while developing and exploring cross-promotional opportunities to drive traffic to the website. In addition to the aforementioned duties, they will perform related duties and responsibilities as assigned including designing and conducting training sessions for users.

Graphic Design Specialist

The Graphic Design Specialist helps the National Team communicate an appealing image through digital, electronic and print media. The Specialist may design logos, brochures, signs, flyers and website graphics. The Specialist should have expertise with software graphics in order to design layouts and create animation effects. The Graphic Design Specialist will work closely under the Director of Communications and Director of Public Relations to execute an efficient communications plan. Must be proficient with *Pages* software. *Applicants must submit a work product sample using the online application form.*

TMMTC Specialist

The Mock Trial Specialist supports administration of the Thurgood Marshall Mock Trial Competition (TMMTC). The Specialist helps oversee TMMTC problem development and distribution. The Specialist also serves as a resource for Regional TMMTC Directors, competitors, and judges. The Specialist helps provide onsite direction during the national competition and select regional competitions. Previous mock trial experience is preferred.

FDMCC Specialist

The Moot Court Specialist helps administer the Frederick Douglass Moot Court Competition (FDMCC). The Specialist helps advise Regional FDMCC Directors, serves as a point of contact for teams and judges, and helps interpret competition rules and procedures. As a result, the Specialist must be onsite during the national competition and select regional competitions. Prior moot court experience is preferred.

NMINC Specialist

The International Negotiations Competition Specialist helps oversee the Nelson Mandela International Negotiations Competition (NMINC). The Specialist helps oversee NMINC problem development and dissemination. The Specialist also works to secure judges, increase team participation, and interpret competition rules and procedures. This is a national competition, so regional travel is not required. Instead, the Specialist must be onsite during the National Convention. *An interest in international law and prior negotiations or alternative dispute resolution (ADR) experience is preferred.*

Programming Specialist

The Programming Specialist helps the National Director of Programming to develop and evaluate programs that keep with the goals of NBLSA. This position will serve on the Convention Committee and works with the Convention Coordinator to coordinate activities for the 49th Annual Convention.

National Appointed Officer & National Specialist Application Checklist



Apply online at

www.nblsa.org/servantleader/

Please ensure you have the following materials to complete your application:

- Completed Online Questionnaire including **Applicant Acknowledgement and Pledge** and **Consent to Contact Chapter Members**.
- 8.5 x 11 one-page resume.
- A statement of intent with photo in the top left corner.
- A list of references containing two chapter officers (e.g., President, Treasurer) must be submitted.
- Letter from your law school registrar or dean certifying your enrollment and good academic standing (**must be submitted no later than 4/22/16**).
- For **Director of Communications, Director of Public Relations, Director of Social Action, Judicial Advocacy Specialist and Legislative Advocacy Specialist** applicants only: A sample of your written work product.

Applications are due
Friday, April 8, 2016 at 11:59PM
PST. To apply visit
<http://www.nblsa.org/servantleader/>

Appointment Timeline

April 8, 2016	Applications Due
April 9 - April 28	Interviews & Confidential Reference Calls
April 30	Final Recommendations Made to Board
May 1	Applicants Notified

Call for Appointed Officers and National Specialists



Apply online at <http://www.nblsa.org/servantleader/>

Serve Selflessly.
Advocate Fearlessly.
Change Professionally.
Join the NBLSA Board Today!

Questions? Email appointments@nblsa.org