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## Committee & Forum Co-Chair/Committee Interest Application

WBA is seeking co-chairs and volunteers for its committees and forums. Active participation, whether as a co-chair or a member of a committee or forum, is an excellent way to develop leadership skills and increase professional visibility. Committee and forum members plan and implement programs and serve as "goodwill ambassadors" for the WBA.

If you are interested in serving as a co-chair or as a volunteer, complete and return this application to the WBA office (fax to 202-639-8889 or email to [admin@wbadc.org](mailto:admin@wbadc.org)). These applications are used to learn about your background, leadership goals, and how you see yourself contributing to the WBA mission. You may continue any of your responses on an additional sheet of paper.

### About You

Name \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Please tell us about your professional experience and career goals. You may attach a bio or other information about you to this application.

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List any awards or recognition you have received.

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Tell us about your service and leadership roles, including in the WBA, voluntary/mandatory bars, other professional organizations, civic groups, charities, and/or your organization (e.g., Board of Directors/committees/volunteer activities).

Year(s)	Position	Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How would having a leadership role in the WBA help you to meet your professional development and public service goals?

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Areas of interest (committees & forums)—

Serve as Co-Chair	Serve on Committee	Serve as Co-Chair	Serve on Committee
<input type="checkbox"/>	<input type="checkbox"/> Amicus Committee	<input type="checkbox"/>	<input type="checkbox"/> Insurance Law Forum
<input type="checkbox"/>	<input type="checkbox"/> Career Development Committee	<input type="checkbox"/>	<input type="checkbox"/> Intellectual Property Law Forum
<input type="checkbox"/>	<input type="checkbox"/> Communications Law Forum	<input type="checkbox"/>	<input type="checkbox"/> International Law Forum
<input type="checkbox"/>	<input type="checkbox"/> Community Projects Committee	<input type="checkbox"/>	<input type="checkbox"/> Lawyers at Home Committee
<input type="checkbox"/>	<input type="checkbox"/> Diversity Committee	<input type="checkbox"/>	<input type="checkbox"/> Leadership Task Force
<input type="checkbox"/>	<input type="checkbox"/> Employment Law Forum	<input type="checkbox"/>	<input type="checkbox"/> Litigation Forum
<input type="checkbox"/>	<input type="checkbox"/> Energy & Environmental Law Forum	<input type="checkbox"/>	<input type="checkbox"/> Membership Committee
<input type="checkbox"/>	<input type="checkbox"/> Executive and Judicial Endorsements Committee	<input type="checkbox"/>	<input type="checkbox"/> Mentoring Committee
<input type="checkbox"/>	<input type="checkbox"/> Government Attorneys Forum	<input type="checkbox"/>	<input type="checkbox"/> Non-Profit Organizations Practice Forum
<input type="checkbox"/>	<input type="checkbox"/> Health Law Forum	<input type="checkbox"/>	<input type="checkbox"/> <i>Raising the Bar</i> Editorial Board
<input type="checkbox"/>	<input type="checkbox"/> Immigration Law Forum	<input type="checkbox"/>	<input type="checkbox"/> Social Media Committee
<input type="checkbox"/>	<input type="checkbox"/> Immigration and Naturalization Ceremony Committee	<input type="checkbox"/>	<input type="checkbox"/> Solo and Small Practice Forum
<input type="checkbox"/>	<input type="checkbox"/> In-House Counsel Forum	<input type="checkbox"/>	<input type="checkbox"/> Tax and Business Forum
<input type="checkbox"/>	<input type="checkbox"/> Initiative Committee	<input type="checkbox"/>	<input type="checkbox"/> Working Parents Committee
		<input type="checkbox"/>	<input type="checkbox"/> Young Lawyers Committee

What programming would you like to develop as a committee/forum leader?

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WBA Co-chairs meet each month, on the second Tuesday during lunchtime in the Metro Center area. Are you able to participate in these meetings?  Yes  No



## **WBA Leadership Duties and Obligations**

Set forth below are the duties and obligations that the Women's Bar Association of the District of Columbia ("WBA") has established for its Committee and Forum Co-Chairs. Co-Chairs typically must commit to serve for one year, with an opportunity to continue on as Co-Chairs for subsequent years. The tasks set forth below are the minimum requirements for Co-Chairs. Any member serving as a Co-Chair who is unable to comply with the duties and obligations of this position should tender a resignation, or the member may be asked to resign at the discretion of the Board of Directors. Please carefully review the duties and obligations assigned and affirm that you have read and understand them by signing at the bottom of this document and returning a signed copy to the WBA Executive Director.

### **Committee & Forum Co-Chairs:**

- At least one Co-Chair from each Committee or Forum will attend the monthly Co-Chair meetings or teleconferences.
- Attend the Annual Leadership Retreat.
- Staff a table for committee or forum at the Stars of the Bar Networking Reception and make an effort to attend as many other WBA showcase events as possible.
- Understand and comply with the WBA's governing documents and policies.
- Plan and execute at least two programs per bar year (exceptions can be made at the President's discretion).
- Attend the programs planned by respective Committee or Forum.
- Support the WBA's membership recruitment efforts, including through personal encouragement and outreach to colleagues and others potentially interested in becoming members.
- Help to identify and solicit potential sponsors for showcase and other events.
- Promote the WBA and publicize its events to colleagues and other members of the legal community and otherwise represent the WBA in a positive and supportive manner at all times.
- Confer with the other Co-Chairs of your Forum/Committee in the summer and submit to the President a list of event topics and target event dates by the end of August.
- Generate budgets for proposed events in a timely fashion, in keeping with current requirements, and otherwise comply with the WBA's program planning guidelines, timelines, and other Co-Chair guidance materials.
- Make every effort to operate at a net gain for the WBA.
- Promote Forum/Committee and keep the membership apprised of Forum/Committee activities by, among other things, contributing material (even if just a very short update or call for programming ideas) for every issue of Raising the Bar.
- Develop and maintain a list of Forum/Committee supporters and contacts.

- Promptly respond to Forum/Committee related correspondence.
- Cross-promote other Forum/Committee events and showcase events.
- Be a member and maintain membership requirements including timely payment of dues.
- Foster an environment of inclusion, recognizing that the relevance and vitality of the WBA to the DC legal community is dependent upon the WBA representing and respecting the broad perspectives within that community, including those of diverse racial, ethnic, cultural, generational, socio-economic, gender, and professional backgrounds.

I have read and understand the above duties and obligations for Co-Chairs, and I agree to serve as indicated.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_