



**WALRAA Diversity Committee Chair Job Responsibilities**

*Position Overview: Diversity Committee Co-Chairs preside over the WALRAA Diversity Committee, and are responsible for planning, organizing and implementing two diversity-related programs throughout the year for both law students and WALRAA members.*

RESPONSIBILITY	DESCRIPTION
GOVERNANCE	<ul style="list-style-type: none"> <li>● In conjunction with other diversity committee chairs, plans and coordinates diversity-related programming</li> <li>● Oversees diversity committee</li> </ul>
LEADERSHIP	<ul style="list-style-type: none"> <li>● Identifies members for the WALRAA diversity committee, to include both law school and law firm members</li> <li>● Convenes diversity committee meetings to discuss upcoming events and assign roles/tasks</li> <li>● Monitors for relevant diversity programming</li> </ul>
FISCAL & ADMINISTRATIVE	<ul style="list-style-type: none"> <li>● Generates event reports for WALRAA board of directors to include data on attendance, event financials, and historical comparisons</li> <li>● Reports to WALRAA board of directors with event statistics and suggestions for improving diversity programming</li> <li>● Consults with WALRAA president &amp; treasury to determine the diversity committee budget</li> <li>● Works within a set budget for all diversity programming</li> </ul>
COMMUNICATIONS & PUBLIC RELATIONS	<ul style="list-style-type: none"> <li>● Works with members of the media &amp; communications committee to send out invitations to the membership base regarding diversity-related WALRAA programming</li> <li>● Provides commentary to media &amp; communications Committee members for WALRAA membership through email and/or blog</li> </ul>
TIME COMMITMENT	<ul style="list-style-type: none"> <li>● Spends approximately 0-5 hours weekly on WALRAA diversity related tasks (determined primarily on upcoming events/programming)</li> <li>● Attends all WALRAA diversity committee programming</li> </ul>
RESOURCES	<ul style="list-style-type: none"> <li>● Designated diversity liaison on the WALRAA board of directors</li> <li>● Budget for up to two diversity events per year</li> <li>● Diversity committee membership who provide support for various events.</li> </ul>



**WALRAA Mentoring & Networking Committee Chair Job Responsibilities**

*Position Overview: Mentoring & Networking Committee Co-Chairs are responsible for promoting the mentoring program to the WALRAA membership, pairing mentors and mentees, planning events for mentor pairings, and coordinating networking opportunities for the WALRAA membership.*

RESPONSIBILITY	DESCRIPTION
GOVERNANCE	<ul style="list-style-type: none"> <li>● With board liaison and co-chair, serve as co-chair of committee</li> </ul>
LEADERSHIP	<ul style="list-style-type: none"> <li>● Collaborate with committee members to identify mentor and mentee pairings</li> <li>● Conduct individual outreach as needed to encouraging WALRAA members to serve as a mentor</li> <li>● Organize external events for mentor pairings</li> <li>● Identify networking opportunities for WALRAA membership and work with committee members and board to implement</li> <li>● Conduct outreach to new WALRAA members</li> </ul>
FISCAL & ADMINISTRATIVE	<ul style="list-style-type: none"> <li>● Monitor budget and keep board liaison and president apprised</li> <li>● Serve as point of contact for payment of invoices for external events</li> <li>● Work with secretary to identify new WALRAA members</li> </ul>
COMMUNICATIONS & PUBLIC RELATIONS	<ul style="list-style-type: none"> <li>● Communicate announcements to WALRAA membership at monthly meetings and through emails</li> <li>● Provide WALRAA president with announcements to include in monthly recap email</li> </ul>
TIME COMMITMENT	<ul style="list-style-type: none"> <li>● 5-10 hours spent at beginning of year creating mentor pairings</li> <li>● 5-10 hours spent planning for each networking and mentoring event (ideally there should be 2-4 of each throughout the year)</li> <li>● 1-2 hours spent monthly communicating with co-chair and board liaison regarding various initiatives, programs, and other responsibilities</li> </ul>
RESOURCES	<ul style="list-style-type: none"> <li>● 2-3 committee members assist with mentor pairings and logistics at mentoring and networking events</li> </ul>



**WALRAA Media & Communications Committee Chair Job Responsibilities**

*Position Overview: The Media & Communications Co-Chairs maintain WALRAA’s online materials, administer the website, disseminate information to membership, and perform other duties as requested by the officers and WALRAA Board.*

RESPONSIBILITY	DESCRIPTION
GOVERNANCE	<ul style="list-style-type: none"> <li>● Serve as co-chair and facilitate information flow to president and board liaison</li> </ul>
LEADERSHIP	<ul style="list-style-type: none"> <li>● Leads committee members in production of member spotlights, blog, and other website content</li> </ul>
FISCAL & ADMINISTRATIVE	<ul style="list-style-type: none"> <li>● Maintain and disseminate website invoices with appropriate parties</li> <li>● Assist WALRAA Secretary during membership drive</li> </ul>
COMMUNICATIONS & PUBLIC RELATIONS	<ul style="list-style-type: none"> <li>● Represents WALRAA to internal and external audiences</li> <li>● Maintains, creates and seeks content for the WALRAA blog</li> <li>● Maintains WALRAA website</li> <li>● Creates and communicates messages to membership for various board members as needed</li> <li>● Creates and communicates messages to membership for various committees and events as needed</li> </ul>
TIME COMMITMENT	<ul style="list-style-type: none"> <li>● 1 hour every other month for subcommittee meetings</li> <li>● 2-3 hours per month on form creation and sending of messages</li> <li>● 3-4 hours per month on maintaining the website and blog content</li> </ul>
RESOURCES	<ul style="list-style-type: none"> <li>● Committee of 10-12 individuals contribute time and efforts to maintaining online materials and content creation</li> </ul>



**WALRAA Programming Committee Chair Job Responsibilities**

*Position Overview: The Programming Committee creates annual programming for the monthly member meetings. The committee collaborates with the Vice President and Board Liaison, makes programming recommendations to the Board of Directors, and executes those events.*

RESPONSIBILITY	DESCRIPTION
GOVERNANCE	<ul style="list-style-type: none"> <li>• With advice from the vice president and the board liaison, confirms meeting topics, speakers and meeting descriptions</li> <li>• In conjunction with committee members, coordinates day-of-meeting materials (presentations, speaker tent cards, speaker travel/budget)</li> </ul>
LEADERSHIP	<ul style="list-style-type: none"> <li>• Coordinates with professionalism committee regarding topics so as not to overlap with conference topics</li> </ul>
FISCAL & ADMINISTRATIVE	<ul style="list-style-type: none"> <li>• Consults with vice president and board liaison regarding speaker budget and other budgetary needs</li> </ul>
COMMUNICATIONS & PUBLIC RELATIONS	<ul style="list-style-type: none"> <li>• Writes meeting descriptions for use in monthly member invitation</li> <li>• Main point of contact for meeting speaker(s)</li> </ul>
TIME COMMITMENT	<ul style="list-style-type: none"> <li>• Provides programming for eight meetings throughout the year</li> </ul>
RESOURCES	<ul style="list-style-type: none"> <li>• Speaker budget available</li> <li>• Vice President, regarding monthly member meeting logistics</li> </ul>