

Committee Roles Policies and Procedures

I. Policies:

- A. It is the policy of the Mentorship Committee Meeting to encourage all committee members to take an active role in the success of the program.

II. Procedures

- A. Roles will be determined three times a year.
 - 1. August meeting, prior to fall law school semester.
 - 2. December meeting, prior to spring law school semester.
 - 3. April meeting, prior to finals and summer break.
- B. The following roles will need to be filled:
 - 1. Meeting facilitator and meeting note-taker.
 - a. These two roles will be shared by a team of two persons.
 - b. Each team of two will volunteer for two meetings. Thus, two teams of two need to be chosen at the August, December and April meeting.
 - c. At the end of each meeting, the team will decide for the next meeting who will take notes, who will facilitate, and who will send out the RSVPs to all committee members. (Note: an updated list of committee members can be obtained from Derek McDonald.)
 - 2. Student liaison role:
 - a. Tina currently fulfils this role within the context of her job.
 - b. However, someone will be needed to make sure that all data collected by student reps is up-to-date in our database. This role may be determined on an “as needed basis,” or may be refined after further discussion.
 - 3. Publicity:
 - a. One attorney and one law student will collaborate on this role.
 - b. At least twice a year, the publicity team will produce articles for the chapter newsletter.
 - c. Other opportunities for publicity that the team should follow up on include:
 - i. An information table at PLD.
 - ii. Announcements at parties and mixers.
 - iii. Announces of NLG events to program members as opportunities to meet and bond with your mentor/mentee.
 - 4. Party coordinator: The party coordinator will make sure that the roles outlined in the committee’s Annual Party Policies and Procedures and procedures are filled and the procedures followed, to ensure a successful party.

C. Meeting agendas will include an item for updates on projects for which people have volunteered.