

TEXAS LAW FELLOWSHIPS

The University of Texas School of Law 727 East Dean Keeton Austin, Texas 78705

EMAIL texaslawfellowships@gmail.com

WEB texaslawfellowships.org

2012-2013 TLF Board Application

Name: _____
(print or type)

I wish to apply for a position on the Board of Directors of Texas Law Fellowships. I understand that being a member of the TLF Board is a significant time commitment, especially during the Fall Auction and the Spring Pledge Drive. I also understand that serving on the TLF Board requires me to be available for a meeting one night each week (although meetings typically do not take place every week).

In submitting this application, I agree that if I am selected for a position on the TLF Board, I will be willing and available to perform both the duties assigned to my position and the duties associated with membership on the Board in general, including, but not limited to, being available to staff the TLF table before the Fall Auction and during the Spring Pledge Drive. The Board will designate a weekly meeting night for each semester, and I also agree that I will ensure that I am available to attend meetings scheduled on that night.

X _____
(signature)

Please Return this Agreement and Board Application via either e-mail to texaslawfellowships@gmail.com or the TLF box in the Communications Center (open 9-5, M-F) no later than Tuesday, April 10th, at 5PM.

Board of Directors Position Preferences

Name: _____

Please rank any or all of the following positions in your order of preference. Please keep in mind that no applicant will be assigned to a position he or she does not rank, so if you want to maximize your chances of being selected for the Board, you should rank as many positions as possible. A brief description of each Board position is included below.

	President
	Vice President
	Secretary
	Treasurers (2)
	Auction Coordinators (2)
	EPIA Coordinator
	Faculty Liaison
	Fellows Coordinator
	Firm Relations
	Pledge Drive Coordinator (2)
	Publicity Coordinator
	Tech/Data

Descriptions of Board Positions

President: Oversees the general operations of the organization. Works with all officers and board members to ensure that preparation and execution of the fundraising events are carried out in a timely manner. Serves as the liaison between TLF and other departments at the law school, including the Dean's Office, the Development Office and the Student Affairs Office. Supports other board members in making decisions with respect to fundraising and fellowship activities. Coordinates and leads all TLF board meetings. Must be willing to support every activity that TLF does throughout the year. Must be able to lead and delegate responsibilities to members of the board when necessary. Contact Kimberly at kimberly.ashworth@gmail.com with questions.

Vice President: Oversees 1L Representative Elections during the fall semester and communication with and advising the 1L Representatives. Also serves as second in command. Works extensively with Alumni Coordinator on alumni fundraising activities (e.g. letters to alumni and planning alumni events). Must be a self starter, able to assist developing TLF's alumni fundraising operations, and able to assist other board members with their events. Contact Mariza Garza at marizagarza@gmail.com with questions.

Secretary: Manages all of TLF's correspondence: the box in the communications center, the googlegroup, and the gmail; replies to emails; handles the online and mailed in votes during Pledge Drive; helps maintain sharepoint; takes minutes at meetings; reserves rooms if needed. Contact Jess Davis at texasjessusc@gmail.com with questions.

Treasurer: Has responsibility for all of TLF's financial issues, including processing deferred pledges, collecting payments at the fall auction, and depositing donations throughout the year. In addition, the treasurers process reimbursements for other board members and track all donations and expenses to determine the amount available to fund fellowships. Contact Robbie at mail.rhopkins@gmail.com or Annick Ashley at avashley@gmail.com with questions.

Pledge Drive Coordinators: Organize the Spring Pledge Drive which occurs the week before and after Spring break. In charge of making sure all the applicants have submitted all their materials and are eligible to run for a TLF, ordering swag, and answering all questions related to Pledge Drive. Contact Michael Selkirk at selkirkm@gmail.com or Madelyn at madelynchortek@gmail.com with questions.

Auction Coordinator: Coordinate the Fall Auction, TLF's main Fall Semester event. Responsible for: planning venue, programming, and coordinating the solicitation of silent auction items from local businesses and professionals. Works closely with the faculty liaison in the solicitation of faculty donations. Contact Trevor Sharon at trevor.sharon@gmail.com or Brittany Perkins at brittany.k.perkins@gmail.com with questions.

Faculty Liaison: Coordinate solicitation of faculty incentives for the fall auction and the pledge drive. Plan faculty appreciation breakfasts each semester. Serve as the point of contact between TLF and the faculty, via Faculty Advisor David Rabban. Contact Tina Herrero at christina.herrero@gmail.com with questions.

Publicity Coordinator: Make sure to get event info or any other TLF info out to the student body through law mail, calendar, other student organizations, and posters; mainly focused on the Auction and Pledge Drive to drum up law school support. Contact Marissa Neuman at marissa.s.neuman@gmail.com with questions.

Fellows Coordinator: Organizes a meeting for the new fellowship recipients to explain their obligations for the summer. Coordinates with financial aid to distribute fellowship funds. These two tasks take place immediately (April). Over the summer, the Fellows Coordinator keeps up with the fellowship recipients, and makes sure they are complying with their obligations. In the fall, the Fellows Coordinator plans a dinner reception for all of the fellowship recipients. Contact Gaye Chila at gnychila@gmail.com with questions.

Excellence in Public Interest Awards: As EPIA coordinator you are in charge of organizing TLF's annual spring Excellence in Public Interest Awards. The EPIA reception usually takes place in late February/March at the home of Bill and Stephanie Whitehurst. In this role, you will be liaising with the Whitehursts (if they continue to graciously host EPIA) to schedule the reception and to get everything in order. You are also in charge of sending out a call for nominations and determining, with the help of the TLF board, the winners. Contact Amanda Woog at amanda.woog@gmail.com with questions.

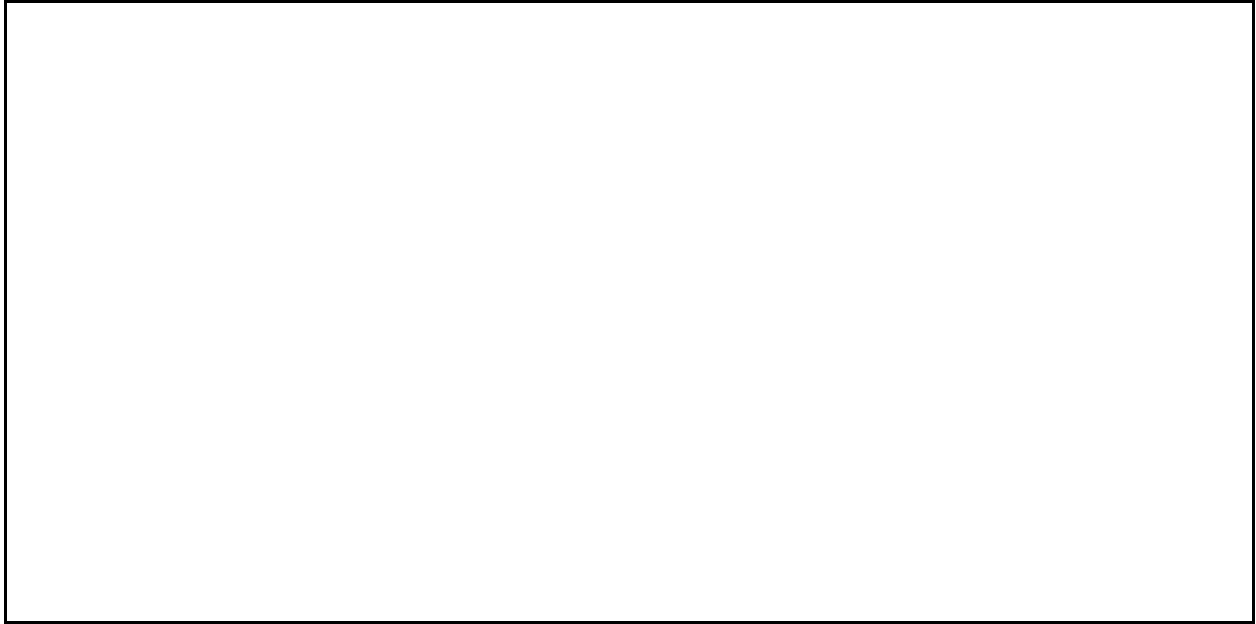
Alumni Coordinator: Primary person in charge of alumni relations. Manages all contact with the alumni listserve and updates/manages the listserve. Works with Vice-President and Development to target new alumni. Organize an Alumni event. Must be able to work well with alumni and be able to execute the alumni events. Contact Daniel Graver at danielgraver@gmail.com with questions.

Tech/Data: Manages and updates organization's website. Inputs donor amounts, manages spreadsheet, and calculates totals for Spring Pledge Drive. Contact Mackenzie Meador at mkzjmd@gmail.com with questions.

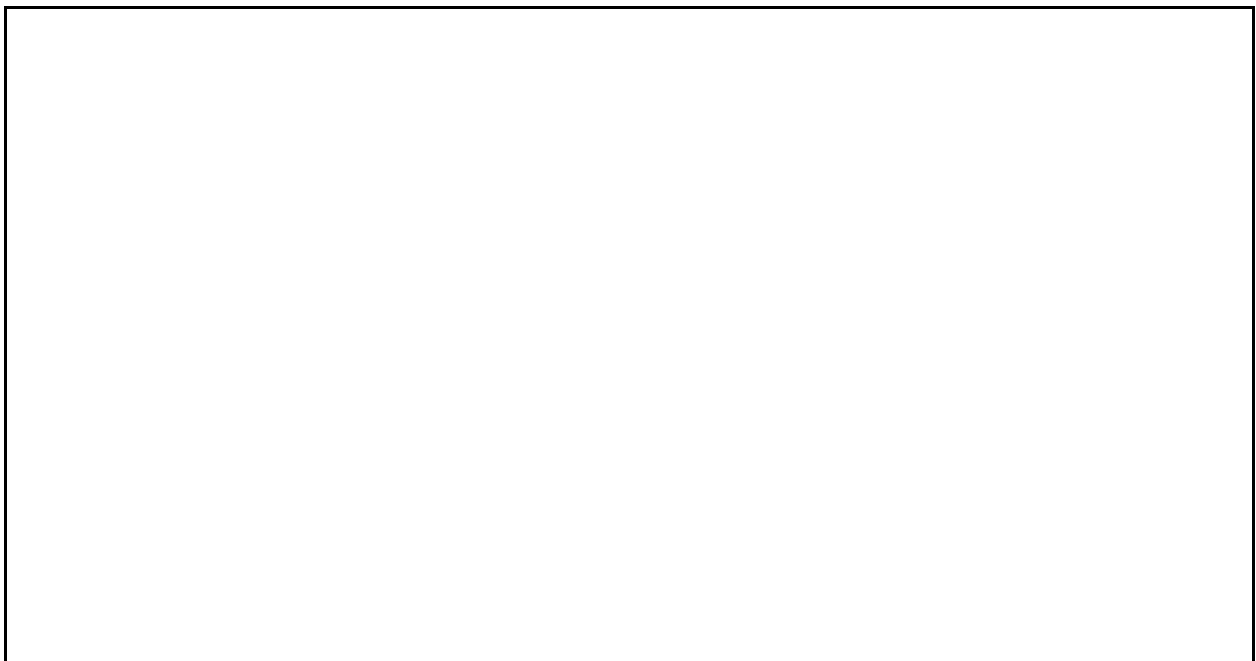
Firm Relations: Contacts donors to request unreported firm information; manages spreadsheet with donor firm information; obtains and updates contact information for fundraising point people at firms; performs mail merge to create firm-matching letters. Contact Carina Iverson at carinai1221@gmail.com with questions.

About You

Tell us about yourself. Describe strengths and qualifications that will help you succeed at your desired positions. If you want, you can attach your resume (with GPA removed).

A large, empty rectangular box with a thin black border, intended for the applicant to write about their strengths and qualifications.

(Optional) Describe the ways you think TLF could improve its operations. This can be about any aspect of the organization.

A large, empty rectangular box with a thin black border, intended for the applicant to describe ways to improve TLF operations.