



**2016-2017 TLF Board Application**

**(Due Monday April 11, 2016)**

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

(print or type)

I would like 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.

In submitting this application, I agree that if I am selected for a position on the TLF Board, I will 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.

I also understand that serving on the TLF Board requires me to be available for a Board meeting one night each week (although meetings typically do not take place every week). The Board will designate a weeknight to be reserved for Board meetings, and I will ensure that I am available to attend meetings scheduled on that night.

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**Applicant Signature (electronic signature is acceptable)**

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| **Please return this Agreement and Board Application via e-mail to** [**tlf.president@gmail.com**](mailto:tlf.president@gmail.com) **or place a printed copy in the TLF box in the Communications Center (open 9-5, M-F) no later than Monday April 11, 2016 .** |

# **Board of Directors Position Preferences**

**Applicant Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant E-Mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

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| 1 | President |
|  | Vice President |
|  | Secretary |
|  | Treasurer |
|  | Auction Coordinators (2) |
|  | EPIA Coordinator |
|  | Faculty Liaison |
|  | Fellows Coordinator |
|  | Firm/Alumni Relations |
| 3 | Pledge Drive Coordinator (2) |
| 6 | 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 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 Office of Alumni Relations and Development 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 Alex Fulcher at [tlf.president@gmail.com](mailto:tlf.president@gmail.com) with questions.

**Vice President**: Organizes tabling at the student org fair, 1L rep informational session, and 1L representative elections in September. Responsible for 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). Orders food (e.g. pizza) for board meetings. 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 Seth Manetta-Dillon at seth.manettadillon@gmail.com with questions.

**Secretary**: Manages all of TLF’s correspondence: the box in the communications center and Google Drive; 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 Anya Morgan at aamorgan@utexas.edu with questions.

**Treasurer**: Has responsibility for all of TLF’s financial issues, including creating a budget for the year, processing deferred pledges from the Spring Pledge Drive, collecting payments at the fall auction, and depositing donations throughout the year. In addition, the treasurer processes reimbursements for other board members and tracks all donations and expenses to determine the amount available to fund fellowships. Treasurer also coordinates with an accountant to file TLF’s yearly tax returns. ContactJosiah Clarke at josiahjclarke@gmail.com with questions.

**Pledge Drive Coordinator**: Organize the Spring Pledge Drive, TLF’s main spring fundraising event. Plans at least two informational sessions for students interested in applying for fellowships. Makes sure all fellowship applicants have submitted all their materials and are eligible to run for a TLF, orders TLF swag, and answers all questions related to Pledge Drive.  Contact Paige Duggins at paigedugginslaw@utexas.edu with questions.

**Auction Coordinator**: Coordinate the Fall Auction, TLF’s main fall event. Responsible for: securing 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. ContactNina Culotta at ninaculotta@utexas.edu with questions.

**Faculty Liaison**: Coordinate solicitation of faculty incentives for the Fall Auction and the Spring 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 Lisa Newman at lisa.newman92@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 Alex Fulcher at [tlf.president@gmail.com](mailto:tlf.president@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 Shadi Rafeedie at Shadi.Rafeedie@me.com with questions.

**Fellows Coordinator**: Organizes a meeting for the new fellowship recipients to explain their obligations for the summer.  Coordinates with the financial aid office 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 may be responsible for planning a dinner reception for all of the fellowship recipients.  Contact Stephanie Abiassi at stephabiassi@gmail.com with questions.

**Excellence in Public Interest Awards**: Responsible for organizing TLF’s Excellence in Public Interest Awards reception, typically taking place in early March at the home of Bill and Stephanie Whitehurst. Sends out a call for nominations and determines award recipients with the help of the TLF board. Contact Taylor Raymond at taylorraymond87@gmail.com with questions.

**Firm/Alumni Coordinator:** Manages all contact with alumni & firms including maintaining alumni contact list & firm contact list. Works with Vice-President, President and Office of Alumni Relations & Development to contact alumni. Performs mail merge to create firm-matching letters and past EPIA awardee fundraising letters. Contact Michael Upshaw at upshaw.michael@utexas.edu with questions.

# **About You**

Tell us about yourself. Describe strengths and qualifications that will help you succeed at your desired positions. You may choose to attach your resume (with GPA removed) but a resume is not required.

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Describe the ways in which you think TLF could improve its operations. This can be about any aspect of the organization.

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