

## **Proposed Bylaw Amendments- Add Section 7.5: Updating & Publicizing Officer Job Descriptions – (Volume 3 Legal Worker & Student VP)**

*Summary: These amendments would add elected officer job descriptions to the bylaws by adding the following (bold) sections to the Constitution. There are also proposals to restructure the NEC. Any amendment proposing to eliminate a position would supersede this amendment, and that position's text would be eliminated from the amendment. Any reference to a current position that is eliminated in the 2016 restructuring proposals will be eliminated. Compliance Note: This is a consolidation of approximately 11 proposed job descriptions in one document for convenience. It is under the 3 pg limit for each proposal.*

*Contact:* This proposed amendment is being offered by Caitlin Kelly Henry [ckh@caitlinkellyhenry.com](mailto:ckh@caitlinkellyhenry.com) (510)277-2025. You can give feedback here <https://tinyurl.com/NLGfeedback>.

### **Rationale**

See rationale on proposal Volume 1.

### **Proposed Additions -Adding Bylaw Section 7.5**

#### **Legal Worker VP**

Two (2) year term.

The Legal Worker Vice President (LWVP) is elected every other year at the Legal Worker Caucus of the NLG convention. At times there have been two co-VPs who share the responsibilities of the position (although the position is only allowed one vote at NEC meetings).

- Representing and supporting NLG legal workers. The job of the Legal Worker Vice President is partially laid out in the constitution. The LWVP shall represent the interests of the legal worker membership of the National Lawyers Guild. In fulfilling this duty, the LWVP shall:
  - Maintain ongoing communication with NLG legal workers through the listserv
  - Determine and represent the interests of legal workers between and beyond conventions by attending events in their area (and outside of their area when possible), and requesting input on topics when appropriate.
  - Encourage and support legal worker involvement in all NLG campaigns, committees and projects. Strive towards the representation of legal workers within the leadership of all NLG committees and projects.
  - Assist in local legal worker organizing by building resources for legal workers and connecting them to lawyers and law students in their areas.
  - Assist the national office staff with brainstorming about recruitment and retention of legal workers and other issues related to building and maintaining a vibrant non-lawyer membership base.
  - Participate in monthly conference calls with the LW Steering Committee.
  - Assist in organizing at least one Legal Worker caucus led workshop at the NLG. convention and ensure that legal workers are represented on workshops and panels.
  - Facilitate the LW Caucus at the yearly convention.

- Take part in choosing the annual LW of the Year awardee.
- Working with the NEC. There are a number of concrete tasks that the LWVP must complete in relation to the NEC, including
  - Attend quarterly NEC meetings, as is constitutionally mandated, and if they for any reason cannot attend, inform the NEC and their fellow LWVP in as timely a manner as possible. (Travel costs are covered by the National Office.)
  - Prepare quarterly legal worker reports for the NEC meetings that detail the activities of the LWVP, fundraising efforts, membership building efforts, and give a report back on legal worker activities across the country.
  - Send a summary of the NEC meeting to legal workers via the LW listserv.
  - Fundraise \$500 annually cash or in kind (ie memberships, volunteer labor, etc)
- Executive Council. The Legal Worker Vice President automatically serves on the Executive Council of the NEC. (see above)
- Anti-oppression. The Guild has committed itself to anti-oppression work, internally and externally. This means that the Guild is committed to becoming an organization that addresses and ultimately eliminates internal oppression, as well as engaging in anti-oppression work outside of the organization. Legal workers are integral to this work. As with all NLG leadership, the LWVP is expected to contribute ideas related to furthering these goals. The LWVP will support the work of committees dedicated to representing and supporting underrepresented communities, including but not limited to TUPOCC, Disability Rights Committee, Queer Caucus, and the Anti-Sexism Committee. This support shall include but not be limited to taking an active role in supporting anti-oppression trainings at NEC meetings and at national conventions and supporting the Anti-Racism Committee in its ongoing work to build an anti-racist organization.
- Attend all NEC meetings in person.
- Participate in at least one NEC Committee: Finance, Fundraising, Governance, or Convention.

## **Student VP**

### **Senior Student VP**

Two (2) year term. Second year VP sits on EC.

### **Junior Student VP**

Two (2) year term

There are two NLG Student National Vice Presidents (SNVP). One is elected each year at the NLG convention, and they serve staggered terms. In the second year of their term, they are on the Executive Committee.

- Representing and supporting students. The job of the Student National Vice President is partially laid out in the constitution. The SNVP shall represent the interests of the student membership of the National Lawyers Guild. In fulfilling this duty, the SNVP shall:
  - Maintain ongoing communication with NLG law school student representatives, and students who contact the NLG

- Determine and represent the interests of students between and beyond conventions by attending events in their area (and outside of their area when possible), and requesting input on topics when appropriate.
- Assist in student chapter growth, building resources for students and connecting students with wider resources
- Assist the national office staff, including but not limited to the Student Organizer and the Membership Coordinator, with brainstorming about recruitment and retention of students and other issues related to building and maintaining a vibrant student membership base.
- participate in conference calls with the Student Organizer, as needed, between NEC meetings.
- facilitate the Student Caucus at the yearly convention.
- Work with the CB King Award Committee to select the annual award recipient
- Working with the NEC. There are a number of concrete tasks that the SNVP must complete in relation to the NEC, including
  - Attend quarterly NEC meetings, as is constitutionally mandated, and if they for any reason cannot attend, inform the NEC and their fellow SNVP in as timely a manner as possible.
  - Prepare quarterly student reports for the NEC meetings that detail the activities of the SNVP, fundraising efforts, membership building efforts, and give a report back on student activities across the country.
  - Send a summary of the NEC meeting to students via the student listserv.
  - Fundraise \$500 annually cash or in kind (ie memberships)
- Anti-oppression. The Guild has committed itself to anti-oppression work, internally and externally. This means that the Guild is committed to becoming an organization that addresses and ultimately eliminates internal oppression, as well as engaging in anti-oppression work outside of the organization. Students are integral to this work. As with all NLG leadership, the SNVP is expected to contribute ideas related to furthering these goals. The SNVP will support the work of committees dedicated to representing and supporting underrepresented communities, including but not limited to TUPOCC, Disability Rights Committee, Queer Caucus, and the Anti-Sexism Committee. This support shall include but not be limited to taking an active role in supporting anti-oppression trainings at NEC meetings and at national conventions and supporting the Anti-Racism Committee in its ongoing work to build an anti-racist organization.
- Attend all NEC meetings in person.
- Participate in at least one NEC Committee: Finance, Fundraising, Governance, or Convention.
- **Executive Council**
  - The second year SNVP sits on the EC (see above)