



NATIONAL LAWYERS GUILD

President and President-Elect Job Description

The President is elected every three years by the NLG membership. The President-Elect is elected in the last year of the outgoing President's term. This position is responsible for fundraising, leading major initiatives and projects of the NLG, and chairing the National Executive Council (NEC) and Executive Council (EC). Tasks of this position include:

Strategic Planning: The President is responsible for bottom lining annual and three-year strategic plans in conjunction with the Executive Director. Encourage goal setting and timelines. Lead self-evaluation and external feedback gathering initiatives.

Visibility/Outreach: Responsible for helping promote the Guild in media and on-line outlets, including writing a biannual President's Column for *Guild Notes* and prioritizing mentioning the Guild in any media, fundraising, or publicity opportunities. Alternate travel each year to visit regional conferences, chapter dinners, annual meetings, or other significant activities of the membership or chapters. Represent the Guild in international convenings where appropriate.

NEC Responsibilities: In conjunction with ED, develop agendas and propose facilitators for quarterly NEC meetings. Give or get contribution of \$500 a year for the National Office. Support regional representatives and national committees/caucuses/projects. Support TUPOCC and the Transformative Caucus work. Support anti-oppression trainings at NEC meetings and at national convention. Ensure NEC members are meeting legal obligations and organizational requirements including active standing meetings, and fundraising and fiscal and legal oversight.

Finances: Assess and analyze finances. Work with Treasurer and National Office to develop comprehensive fundraising strategy and capacity to implement. Chair Fundraising/Development Committee and support Treasurer in Finance Committee Work. Support ED and NO and Host Chapter in leading fundraising and planning efforts that includes the Annual Convention. Assist with membership recruitment and development strategies.

Policies and Procedures: Development & review of policies and procedures (ex. union and staff issues, coordinating response to complaints and grievances, trademark issues, and developing anti-harassment and sexual harassment policies). If Ombudsperson position is approved, Ombudsperson will assume this role.

Executive Council Responsibilities: Between NEC meetings, being on the EC includes participation in regular conference calls, which typically occur monthly. President is responsible for creating agenda for EC meetings or calls and regularly checking their NLG email account to vote on and discuss endorsements and other issues between NEC meeting. EC sets the agenda for the NEC meeting and sometimes helps to facilitate the meeting.

Anti-oppression: The Guild has committed to becoming an organization that addresses and ultimately eliminates internal oppression, as well as engaging in anti-oppression work outside of the organization. As with all NLG leadership, the President is expected to contribute ideas related to furthering these goals. They will support the work of committees dedicated to representing and supporting underrepresented communities, including but not limited to TUPOCC, Disability Justice, Queer Caucus, and the Anti-Racism Committee. This commitment includes undertaking an annual anti-oppression training with the rest of the NEC.

NOTE: Travel costs to NEC meetings are covered by the National Office budget. The President also has a travel budget to attend other NLG events throughout the year.