

## **Legal Worker Vice President Job Description**

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.
- Optional: 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. The EC is comprised of the Legal Worker Vice President, the two Executive Vice Presidents, the senior Student Vice President, the President, the Treasurer, the President and Treasurer Elects (where applicable) and the Executive Director. Participation in the EC requires a commitment of 1-4 hours a week, with more time spent closer to the quarterly NEC meetings and the convention. Between meetings, being on the EC includes participation in conference calls, which typically occur monthly. In addition, it includes regularly checking email to vote on and discuss endorsements and other issues between NEC meetings. Before and during meetings, the EC sets the agenda for the meeting and assists the President with facilitation.

### **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.