

BCWLA COMMITTEE PREFERENCE FORM 2018-2019

Please commit to **chairing at least two committees** and **servicing on at least** four (including the two you chair). Please indicate committees you would like to **chair** in order of preference beginning with **1** as your first preference. Please indicate committees you would like to **serve on, but not chair**, in order of preference beginning with **A**.

Your Name and Email:

COMMITTEES:	Description:	Preference
Awards	Nominates and prepares applications for Chapter and Member awards	
By-Law/Governance	Review any requests to change bylaws, consult on interpretation of bylaws	
Diversity	Raise awareness of diversity in our profession and increase participation	
Government/Non-Profit	Further government and non-profit lawyer involvement and coordiante programs	
Holy Cross HT Partnership*	Serve as liaison between BCWLA and Holy Cross to provide referrals to pro bono services for HT survivors	
Informed Voters Project	Schedule and present IVP seminars	
Infrastructure	Create efficiencies and organization, institute electronic document mngmt procedures and future planning	
Installation	Plan and coordinate annual installation in August	
Lactation Room	Coordinate and run Lactation room at Broward County Courthouse	
Membership	Member liaison, create and e-blast invitations to events, RSVP management	
Mentoring/Law School Liaison	Coordinate events and projects with law students and law schools	
Mindfulness & Wellness	Coordinate programs for stress reduction, mental health, work/life balance, and physical health education	
National Women's Day*	Coordinate an evening event celebrating Nat'l Women's Day, March 8, 2019	
PACE Center for Girls	Coordinate our involvement with their programs - i.e. Books & Breakfast, clothing drives, etc...	
Pro Bono and Public Service	Coordinate and run events with other VBA, community groups and 17th Circuit Pro Bono committee	
Public Relations	Coordinate social media announcements, updates and prepare press releases	
Scholarship	Participate in the selection process for annual Rising Star Scholarship	
School Board Debate Initiative	Coordinate our involvement with the Initiative, including clothing drive, mentorship, judging	
Special Events	Plan social events and special gatherings for members and sponsors	
Sponsorship	Oversee annual sponsorship program and assist in obtaining new sponsors	
Table for 12/Power Lunches	Coordinate lunches between members and/or judges, community leaders, etc...	
Website	Coordinate website with website company to update content and oversee projects	
Women Leaders in the Law	Collaborate with BCBA on 2-3 program each year	
September Luncheon		
October Luncheon		
November Luncheon	Native American Event	
December Luncheon	Holiday/Judicial Reception	
January Luncheon	Human Trafficking Awareness	
February Luncheon		
March Luncheon		
April Luncheon	Administrative Professional's Day/Rising Star Scholarship	
May Luncheon		

*New Committee



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AWARDS COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Promote the BCWLA by applying for awards and grants for which the BCWLA, its programs, or its individual members or supporters qualify, including the FAWL annual awards.

Additional Goals:

- Apply for annual ABA, NAWL, and Florida Bar awards.
- Identify, and apply for, additional awards and grants for which the BCWLA, its programs, or its individual members or supporters qualify.

Initial Action Items:

- Identify available ABA, NAWL, FAWL, and Florida Bar awards and grants, and identify deadlines for each.
- Determine number of awards/grants the committee can realistically make time to apply for, and identify those that are a priority.

Ongoing/Monthly Action Items:

- Remain cognizant of deadlines, collect materials needed for applications, and prepare and submit applications timely.



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GIRLS' COURT COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Act as liaison between BCWLA and Girls' Court.
- Identify areas in which BCWLA can provide Girls' Court with support and facilitate the support.
- Coordinate joint BCWLA and Girls' Court projects.

Initial Action Items:

- Reach out to Judge Ross to discuss Girls' Court needs for the year and devise plan for providing support.

Ongoing/Monthly Action Items:

- Coordinate and implement joint BCWLA and Girls' Court projects.



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GOVERNMENT AND NON-PROFIT COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Recruit government and non-profit attorneys to the BCWLA.
- Put on CLE or other programming that is relevant and engaging for government and non-profit attorneys, including the September luncheon.
- Advocate for cost-sensitive pricing for all BCWLA events.
- Implement BCWLA's government/non-profit attorney scholarship program.

Initial Action Items:

- Work with sponsorship committee to secure sponsors for two government/non-profit attorney scholarships.
- Establish scholarship recipient criteria and create application.
- Promote scholarship, collect applications, and identify two recipients.

Ongoing/Monthly Action Items: Advocate for cost-sensitive pricing for all BCWLA events. Recruit government/non-profit attorneys to attend BCWLA monthly events, engage with them at events, and seek their feedback afterwards.



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HUMAN TRAFFICKING CLINIC COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Foster relationship with Holy Cross Human Trafficking Clinic.

Initial Action Items:

- Meet with clinic's stakeholders and establish logistics for BCWLA's involvement.

Ongoing/Monthly Action Items:

- Remain in contact with stakeholders and facilitate BCWLA members' involvement with the clinic.



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INFORMED VOTERS PROJECT COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Facilitate and implement BCWLA's contribution to the National Association of Women Judges Informed Voters Project

Initial Action Items:

- Identify the NAWJ's goals and objectives for IVP for the year.

Ongoing/Monthly Action Items:

- Remain in contact with NAWJ and coordinate BCWLA IVP events.



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LACTATION ROOM COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Establish and maintain a lactation room in the Broward County Courthouse that is open to attorneys, Court employees, and the public.

Initial Action Items:

- Secure furniture donation.
- Secure donations of supplies and decorative items.
- Petition Broward County for permission to paint the lactation room a more suitable color.
- Coordinate with the County and Court Administration for furniture delivery and set up the room.
- Advertise the opening of the room through a ribbon cutting ceremony, and work with the Public Relations Committee to ensure as much publicity as possible for the room and the ribbon cutting.

Additional Goals:

- Assess the need for lactation rooms in the federal courthouse and North, West, and South satellite courthouses.

Ongoing/Monthly Action Items:

- Monitor the room for cleanliness and stock of supplies; address issues as they arise.



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MEMBERSHIP COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Recruit and retain BCWLA members.
- Increase member engagement and participation by identifying and responding to member needs.
- Host at least four members-only events throughout the year.

Additional Goals & Ongoing/Monthly Action Items:

- Send welcome emails to every new member.
- Work with Office Edge to ensure that Mail Chimp and Outlook lists are up-to-date.
- Work with the Public Relations Committee to announce member accomplishments on social media.
- Advise President, by the 28th day of every month of important information to be included in the monthly member email blast.



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MENTORING/LAW SCHOOLS COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Recruit student members to the BCWLA.
- Increase student engagement and participation by identifying and responding to member needs.
- Host at least two events geared to law students.

Initial Action Items:

- Reach out to local law schools and student FAWL chapters to open the lines of communication and assess the feasibility of hosting events on campus.

Ongoing/Monthly Action Items:

- Remain in contact with law schools and FAWL leaders to make sure our events are being properly publicized on campus.



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PACE COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Act as liaison between BCWLA and Pace Center for Girls.
- Identify areas in which BCWLA can provide Pace with support and facilitate the support.
- Coordinate Pace Books and Breakfast program.

Initial Action Items:

- Reach out to Pace leadership to discuss their needs for the year and steps necessary for launching this year's book club program.
- Advertise the book club program and recruit BCWLA members to participate.

Ongoing/Monthly Action Items:

- Coordinate and implement book club meetings.



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PUBLIC RELATIONS AND SOCIAL MEDIA COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Increase community awareness of BCWLA accomplishments and programming.

Ongoing/Monthly Action Items:

- Advertise BCWLA events in DBR, Broward Bar, and local publications in advance of the event.
- Launch Facebook, Instagram, and Twitter campaigns in advance of events.
- This involves more than posting the event once, but requires repeated announcements to build “hype” around the events.
- Maintain an active social media presence by interacting with other users through likes, shares, etc.
- Announce BCWLA and member accomplishments on social media platforms.

- Send blurbs regarding notable BCWLA events or achievements to the Florida Bar, FAWL, and the Broward Bar for publication.
- Coordinate with Office Edge for professional advice on all of the above.



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PRO BONO/PUBLIC SERVICE COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Increase BCWLA participation in community service activities and raise community awareness of BCWLA's service to the community.
- Host at least four pro bono or public service events this year, including the Legal Aid Hot Line.

Initial Action Items:

- Choose the four programs for the year and identify possible dates.

Ongoing/Monthly Action Items:

- Coordinate, advertise, and implement the events.



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SPECIAL EVENTS AND SPORTS COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Host unique events throughout the year.
- Coordinate BCWLA's involvement in local sports clubs such as the bowling league or kickball league.

Initial Action Items:

- Identify sporting leagues to participate in this year and reach out to them to coordinate.
- Reach out to the Membership and Mindfulness Committees to help them brainstorm regarding unique and engaging events for the year.

Ongoing/Monthly Action Items:

- Coordinate with the Membership and Mindfulness Committees to coordinate events throughout the year.
- Act as liaison to sporting leagues.
- Recruit BCWLA members to participate on sports teams.



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TABLE FOR FOUR/POWER LUNCHESS COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Engage and empower BCWLA members through small, monthly, County-wide lunches to discuss topics relating to female empowerment, or career or personal growth.

Initial Action Items:

- Recover BCWLA Google Groups and BCWLA SignUp Genius usernames and passwords.
- Reach out to members to gauge interest in power lunches, preferences for dates, times, and locations.
- Choose dates, times, locations based on member feedback.
- Reach out to restaurants to establish repeated reservations and negotiate special pricing for the Power Lunches.

Ongoing/Monthly Action Items:

- Choose topics for attendees to discuss at the lunches. Topic discussion is optional, but is useful to get conversation between strangers started.
- Advertise, coordinate, and implement lunches.