

2017 NAMWOLF Annual Meeting Law Firm Co-Chair Application

New York, NY

Please fill out the application completely.

If you have any questions, please contact Jane Kalata.

The form and supporting materials must be returned to Jane Kalata (jane\_kalata@namwolf.org) by **Friday, JULY 15th.**

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| Name:      Firm Name:      |
| Address:      |
| Telephone:      Email:      |
| Firm Practice Areas:      |
| Year Firm was Admitted to NAMWOLF:      |

**The Law Firm Co-Chair works with the In-House Co-Chair that is selected by the NAMWOLF Board of Directors, and works with the NAMWOLF team, the Board, the National Development Committee and other NAMWOLF committees to develop and implement the program and activities for a successful Annual Meeting. By submitting this application, the applicant understands that the Annual Meeting Law Firm Co-Chair position requires a significant amount of time and commitment. Although the selected Law Firm Co-Chair will work with the In-House Co-Chair approved by the NAMWOLF Board of Directors, the Law Firm Co-Chair will handle the bulk of the effort, which will require such activities as:**

* **Attendance (including staying at the host hotel) at the entire 2016 Annual Meeting from September 14-17, 2016 in Houston, TX to gain knowledge in preparation for the Co-Chair position in 2017;**
* **Attendance at the entire 2017 Business Meeting in February 2017 in Ft. Lauderdale, FLA to organize and meet with various committees for the 2017 Annual Meeting;**
* **Locally accompanying the NAMWOLF team during its several visits to potential hotel and other venues for the 2017 Annual Meeting site selections;**
* **Being available to the NAMWOLF team for discussions and input related to the 2017 Annual Meeting site selections, schedule, entertainment, etc.;**
* **Working with the Annual Meeting In-House Co-Chair and NAMWOLF team on the theme;**
* **Reporting monthly to the NAMWOLF Board on activities;**
* **Working with the Annual Meeting In-House Co-Chair, NAMWOLF team, and Chair and Vice-Chair of the NAMWOLF National Development Committee to select the chairs or leads for the Luncheon Panel, and Local Development Team. Selections are subject to approval from the NAMWOLF Board;**
* **Working with all Annual Meeting Committees;**
* **Organizing and Chairing a local committee of other local firms and in-house lawyers to work with the National Development Committee to drive sponsorship and attendance including**
	+ **Coordination with NAMWOLF team to**
		- **Set local sponsorship goals to increase law firm, vendor and in-house participation locally**
		- **Develop and implement local strategy – this generally includes outreach to local companies**
		- **Organizing one or more local events prior to the Annual meeting to promote NAMWOLF and the meeting**
		- **Help to create and innovate development efforts locally**
		- **Meet with local in-house counsel to educate them about NAMWOLF**
	+ **Organization and running of monthly Local Development Committee and other meetings as needed (often more frequent meetings are required)**
	+ **Reporting monthly to the National Development Committee Chairperson on Local Development Committee activities.**
1. **Please provide information regarding your involvement with NAMWOLF (i.e., active participation in National Development Committee, some of the Practice Area Committees, Annual or Business Meeting Program Subcommittees, other Committee meetings, presenting CLEs, etc.):**

1. **Since your firm has been admitted to NAMWOLF, how many NAMWOLF events have you participated in? (i.e. NAMWOLF Annual Meetings, Business Meetings, Regional Meetings):**

1. **Please describe any of your particular skills or experiences that you believe will contribute to your successful performance in the role of Law Firm Co-Chair for the Annual Meeting:**

1. **Please provide a personal statement as to why you would like to be the NAMWOLF Annual Meeting Law Firm Co-Chair. In this statement please include any changes and/or any particular initiatives you would want to work towards putting in place if you are selected:**

1. **Please confirm that your firm will provide additional support to you in this role given the significant time requirements of the position.**