



Coalition

OF WOMEN'S INITIATIVES IN LAW

Coalition Committee List and Descriptions

1. Programming Steering Committee – The Programming Steering Committee members help to plan one event of their choosing each year. The Steering Committee is charged with creating and coordinating the annual programming schedule for the Coalition, including (a) an event every 6-8 weeks for Coalition members from “brown bag” telephonic events to formal in-person events; (b) one more expansive annual in-person event open to all member firms, law departments and individual members; and (c) networking opportunities and events for Coalition members. The Committee often invites speakers or other guests to speak at the programming events to educate the members on various legal, business, leadership and professionalism topics. In addition, the Committee liaises with other committees (e.g., Membership, PR, etc.) to increase awareness of the Coalition in general, to advertise upcoming events, and to post information regarding or summaries about past events. Our goal is to make the Coalition’s programming valuable, relevant and engaging for all members of the Coalition.
 - a. Brown Bag Program Committee – This committee works with the Programming Steering Committee to develop telephonic programming and webinars.
 - b. In-Person Program Committee – This committee works with the Programming Steering Committee to develop in-person programs.
 - c. Leadership Forum Committee -- This committee works with the Programming Steering Committee to develop the Leadership Forum.
2. Associates Committee - The Associates Committee works with the Programming Steering Committee and is responsible for developing programming directed to the associate delegates of the Coalition and for ensuring that the Coalition is relevant to associates at member firms and that associates take advantage of the opportunities presented to them by the Coalition.
3. In-House Counsel Committee – The In-House Counsel Committee works with the Programming Steering Committee and is responsible for developing and increasing the Coalition’s in-house/corporate counsel membership and for developing programming directed to the in-house counsel members of the Coalition.
4. Membership Committee – The Membership Committee is responsible for recruiting new member firms and new in-house counsel, individually and as corporate members, to the Coalition. The Committee is responsible for preparing standard materials to distribute to prospective members and for implementing a welcome protocol for each new member. The

Committee follows up with past members that did not renew to evaluate the reason for the non-renewal. The Committee helps coordinate the preparation of the annual “Year in Review” report that is provided to members at the time of renewal as a summary of the value received from Coalition membership. The Committee's goals for this coming year include developing a recruitment strategy for increasing new firm and corporate memberships and expanding participation by less involved members in Coalition events. The Committee is hoping for several volunteers to join in order to get fresh ideas as well as split recruitment and retention responsibilities among several people.

5. Public Relations/Media Committee – The Public Relations/Media Committee is responsible for the design and maintenance of the Coalition’s website to provide up-to-date information about the Coalition to member firms, potential members, and the legal and business community as a whole. In addition, this Committee develops and implements the Coalition’s public relations plan; interfaces with PR firms the Coalition may use; coordinates interviews with the media; and identifies Coalition spokespeople if there is media interest on a particular topic.

a. Community Outreach Committee – The Community Outreach Committee works with the PR steering committee to identify charitable/philanthropic organizations, such as Step Up Women’s Network, that are aligned with the Coalition’s mission and with which the Coalition would like to be affiliated, and it is the Coalition’s main contact with these organizations. It also liaises with Chicago-area law schools for outreach efforts to women students who are interested in joining law firms upon graduation. This Committee also works to foster recognition for the Coalition Members’ main and alternate delegates through promotion and nomination of the delegates for awards and other recognition.

b. Sponsorship Committee – The Sponsorship Committee works with the PR steering committee and is tasked with contacting and contracting with vendors or other third parties to sponsor or to underwrite the Coalition’s general costs and expenses or those associated with a specific Coalition program or event.

c. Website/IT Taskforce – The Task Force works with the PR committee to update and develop the website for the Coalition.

6. Career Development Committee – The Career Development Committee is a new committee this year. Out committee is intended to be a resource for attorneys associated with the Coalition that supports the attorneys’ career advancement at every stage of their careers. Our committee goals include helping attorneys (1) identify and learn new skills, (2) refer and receive referrals from one another, and (3) build relationships within the legal field. Goals for the year include a job board for in-house attorneys and a searchable database of experience for all attorneys.

7. Advisory Committee -- Initial membership will be limited to original Board members and Committee chairs. Moving forward, membership will be available to any former executive officer once she transitions off the Executive Committee and to any former Committee Chair, once she is no longer a Chair. In addition, upon invitation, the Board may invite up to 5 additional members and/or other senior women lawyers per year to join the Committee. The Committee will have the following responsibilities:

--to support the Board and the Coalition, as called upon to do so, by serving as speakers, mentors, media contacts and advisors regarding any programs, initiatives or existing Coalition business or work;

--to coordinate with the Board and Programming Committee to develop at least one event or reception annually targeted at senior women lawyers; and

--to communicate with the Board from time to time when called upon to do so or to help identify trends, issues and concerns impacting the progress of women lawyers in their careers.