**MDFAWL COMMITTEE GUIDELINES**

**2023–2024**

MDFAWL committees are an integral part of furthering our mission. Committees create programs, plan events, and coordinate with other organizations and the community; joining a committee is a great way to get involved with MDFAWL. Any active member may volunteer for as many committees as he or she would like.

Committees’ respective missions and objectives are set forth in the below chart. If you would like to join a committee, please fill out [Committee Signup Form](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.google.com%2Furl%3Fq%3Dhttps%3A%2F%2Fwww.mdfawl.org%2Fcommittee-signup%26sa%3DD%26source%3Deditors%26ust%3D1683238687726685%26usg%3DAOvVaw3w8RSi2SNZbbsymW7ftTtz&data=05%7C01%7C%7C7534e02d6f034e52286d08db4ce736b3%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638188328175928205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wzIlyX8viyYjDogEzi0%2BNL6hoB9RBDV3b03wBOY3rc8%3D&reserved=0) on the website. If you have any questions, please email president@mdfawl.org.

| **Committee** | **Mission and Objectives** | **Committee Members’ Tasks** |
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| **The Advisor Committee** | Develop, design, and publish MDFAWL’s bi-annual newsletter, *The Advisor*. | * With the Newsletter Editor, develop, draft, and edit newsletter articles for biannual publication
* Design newsletter layout, including artwork
* Facilitate publishing of newsletter in December and June.
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| **Awards and Recognition Committee** | Ensure members feel welcomed, engaged, and recognized.  | * With others, develop and oversee nominations and selection process for the Mattie Belle Davis Award, Hon. Theodore “Ted” Klein Award, FAWL Annual Awards, and Law Firm Champion of Women Award
* Order awards and ensure they are accurate and timely received
* Develop new awards and eligibility criteria for same, and consider revising eligibility criteria for existing awards
* Research awards given by other organizations and voluntary bar associations to determine eligibility of MDFAWL or its members
* With the President, implement and execute first annual awards event (to occur on April 18, 2024) to recognizing an awardee of your choosing (e.g., Female Dealmaker of the Year; Female Litigator of the Year; MDFAWL Supporter of the Year; MDFAWL Member of the Year)
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| **CLE Committee** | Assist with obtaining CLE credits for MDFAWL programs. | * Develop best practices to use in, and educate/assist members regarding, applying for CLE credits
* Encourage committees to develop CLE programs
* Assist with implementing 3-part “GOOD Guys” series
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| **Community Outreach Committee** | Provide members with opportunities to give back to MDFAWL’s local community. | * Plan and implement the following events (often with other organizations): Back-to-School supplies drive (in August 2023); Feeding South Florida event (in November 2023); Jamboree for Youth in Miami-Dade Foster Care; PACE Center for Girls Financial Education Project
* Plan and implement additional community outreach events (e.g., fundraisers for Lotus House, donation drives for Community Fridge)
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| **Corporate Counsel Committee** | Create opportunities for members to meet and foster relationships with corporate counsel, with a focus on corporate counsel providing business opportunities to women in South Florida. | * Organize and execute a Corporate Counsel Summit to occur in March 2024
* Encourage corporate counsel to host Table for Eight events, and plan and attend same
* Identify opportunities to collaborate with local chambers of commerce and other businesswomen’s groups
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| **Diversity and Inclusion Committee** | Ensure MDFAWL provides a welcoming and supportive environment for people of diverse racial, ethnic, and socioeconomic backgrounds and gender identities, LGBTQIA+ persons, and persons with disabilities. | * Increase diversity of speakers at MDFAWL events and MDFAWL’s membership through programming and initiatives, including by partnering with other organizations and voluntary bar associations
* Evaluate potential for offering reciprocal memberships or benefits with other voluntary bar associations dedicated to serving diverse communities
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| **Elections Committee** | Ensure fair, transparent, and collegial elections. | * With the Board of Directors, update elections protocols as needed
* Develop and maintain an elections website, send ballots to members, and respond to members’ inquiries relating to elections
* Manage the nominations process (e.g., for contested elections, ensure timely posting of candidate statements and headshots), and certify election results
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| **FAWL Liaison Committee** | Act as a liaison between MDFAWL and FAWL. | * Act as a liaison between MDFAWL and FAWL, and report FAWL’s statewide goals and matters of interest to MDFAWL
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| **GOOD Guys’ Committee** | With FAWL, encourage male leaders of law firms to promote, develop, and advance women in the legal profession and value the benefits derived from same.  | * Develop and lead GOOD Guys programs and initiatives
* Encourage male lawyers, law firms, and legal service providers to take the GOOD Guys pledge and ensure those who have are following through
* With the CLE Committee and President, plan and implement the 3-part series, *Voices* (including sessions: “Parenting While Practicing Law” (occurring October 11, 2023); “Pay Equity” (occurring January 2024); and “Sexual Harassment” (occurring April 10, 2024)
* Consider expanding GOOD Guys programming and initiatives
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| **Government and Non-Profit Attorneys’ Liaison Committee** | Create programming designed for government and non-profit attorneys, and encourage them to become involved in MDFAWL. | * Recruit and encourage participation of government and non-profit attorneys in MDFAWL
* Plan and host at least one event or initiative to meet the needs of government and/or nonprofit attorneys (e.g., “lunch and learn” events in chambers)
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| **Health and Wellness Committee** | Bring awareness about health and wellness issues to members, and enable members to network while engaging in activities that promote health and wellness. | * Develop and host events to promote health and wellness at least once per quarter
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| **Judicial Reception Committee** | Recognize and show appreciation for members of the judiciary and the Honorable Theodore “Ted” Klein Award recipient. | * Develop a vision for the event with the President
* Coordinate venue, decorations, entertainment, marketing, sponsorships, and event logistics
* Coordinate with other committees as necessary to plan the Honorable Theodore “Ted” Klein Award Reception
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| **Judiciary Liaison Committee** | Build and maintain a collaborative relationship with members of the judiciary, and support members throughout the judicial nomination process. | * Plan and host Table for Eight events at least once a month and draft articles regarding same for MDFAWL’s newsletter
* Recruit MDFAWL leaders to attend judicial investitures on MDFAWL’s behalf
* Maintain and improve the relationship between MDFAWL and the judiciary through programming
* Publicize judicial vacancies to members and prepare letters of support when necessary
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| **Law School Liaison Committee** | Manage and foster relationships with local law school chapters of FAWL to maintain a pipeline of future MDFAWL members. | * Assist the MDFAWL Foundation with awarding scholarships to law students, and liaise with law school chapters of FAWL on MDFAWL’s behalf
* Recruit and arrange for law students to volunteer at MDFAWL events
* Coordinate with the Community Outreach Committee to jointly develop and implement an annual back-to-school drive to provide school supplies to local schoolchildren
* Create and implement at least one other event aimed at introducing law students to MDFAWL
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| **Leadership Development Committee** | Provide members with meaningful opportunities to develop leadership skills and connect with others in the community to achieve leadership goals. | * Publicize available leadership opportunities to members
* Organize MDFAWL’s annual Leadership Summit (to occur in the fall of 2023)
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| **Marketing and Public Relations Committee** | Facilitate MDFAWL’s communications with members and assist with promoting MDFAWL’s programs and initiatives. | * Supervise vendor’s creation of promotional materials and social media posts relating to MDFAWL programs and initiatives, and create such content if needed
* Manage MDFAWL’s social media accounts
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| **Membership Committee** | Invite and welcome new members into the organization. | * Increase membership through initiatives and programming, including at least one membership drive per year
* Welcome and introduce new members, including by hosting a new member happy hour (occurring September 14, 2023)
* Respond to inquiries from potential new members
* Organize membership lunches at least once per quarter
* Correct and maintain membership roster with FAWL, including by confirming current members’ names and contact information
* Communicate with persons with lapsed membership and encourage them to rejoin MDFAWL
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| **Mentorship Committee** | Provide members and future members with mentorship opportunities | * Plan and host annual speed mentoring program for law school students, and respond to members’ mentorship needs through programming or other initiatives while ensuring relationships are fruitful for mentors and mentees
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| **Miami-Dade Bar Association Liaison** | As a non-voting member of the Miami-Dade Bar Association (MDB) and its Board of Directors, foster the relationship between MDB and MDFAWL. | * Act as a liaison between MDFAWL and MDB, and report matters of interest to MDFAWL
* Plan at least one co-sponsored event with MDB
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| **Pro Bono Committee** | Provide members with opportunities to provide free educational and legal services to South Florida’s communities in need. | * Plan and host an event with Feeding South Florida occurring in November 2023 plus additional initiatives and events to encourage giving back to the community
* Provide pro bono legal clinics and/or service opportunities, collaborating with local legal services providers if desired
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| **Quality Control Committee** | Ensure all MDFAWL communications and published materials are written well and conform to the MDFAWL Style Guide. | * Maintain and update MDFAWL Style Guide
* Educate MDFAWL leadership about best practices for drafting communications and promotional materials
* Review all communications and promotional materials and suggest corrections and revisions when appropriate
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| **Sponsorship****Committee** | Develop new and creative ways to raise sponsorships for MDFAWL and to make sure our sponsors are acknowledged and appreciated. | * Raise money in conjunction with the President for each of MDFAWL’s signature events
* Evaluate annual sponsorship package and revise as needed
* Track and maintain a list of annual sponsors
* Create a database of law firms in South Florida that have supported MDFAWL in the past and firms that may support MDFAWL
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| **Trial Skills Workshop Committee** | With a judge from the Circuit Court of Florida’s Eleventh Judicial Circuit, organize annual Trial Skills Workshop (scheduled for February 22–23, 2024), which aims to improve members’ trial skills through mock trial sessions led by experienced trial attorneys and members of the judiciary. | * Collaborate with members of the judiciary to develop event curriculum and coordinate logistics.
* Recruit speakers, panelists, judges, and participants
* Prepare and distribute workshop materials to participants in a timely manner
* With the President-Elect, plan and host a kickoff reception (scheduled for February 21, 2024)
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| **Website Committee** | Maintain MDFAWL’s website, online portal, and related virtual spaces. | * Maintain website, online members portal, members-only webpages, events registration, backend of events held via Zoom (including link generation), email aliases, and Google Groups
* Post promotional materials and blog updates on the website
* Draft and facilitate publishing of the *Messenger* and standalone emails
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| **Women’s Initiatives Committee** | Provide members who are also working mothers with camaraderie and support needed to succeed both professionally and as the CEO of the family.  | * Identify needs of membership concerning support for working mothers.
* Plan educational events and events that allow mothers to participate with their children (*i.e.*, even meetups at the park).
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| **Women Making History (WMH) Committee** | Celebrate Women’s History Month by recognizing members of the community who have broken glass ceilings or contributed to the advancement of women in the community, and by supporting law students committed to women’s issues and who have made positive changes in our community. | * Develop a vision for the event with the President
* Coordinate venue, decorations, entertainment, marketing, sponsorships, and event logistics
* Coordinate with other committees as necessary to plan the WMH Award Reception (scheduled for March 7, 2024)
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| **Young Lawyers Committee** | Create a welcoming environment for MDFAWL’s younger members, encourage their participation in the organization, develop programs of interest, and provide them with opportunities to connect with more seasoned members, including by collaborating with the Miami-Dade Bar’s Young Lawyers Section and The Florida Bar Young Lawyers Division. | * Apply for and maintain registration with The Florida Bar Young Lawyers Division (“YLD”), and apply for YLD grants
* Develop programming to meet the needs of young lawyers
* Plan or collaborate at least one event or initiative per quarter
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