## **ORDER OF APPOINTMENT**

## **Pro Bono Celebration Task Force**

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
CHAIR:		
MEMBERS:		
Staff Liaison:		
Pro Bono Director L	iaisons:	

## **PURPOSE & SCOPE**

The task force is charged with the planning, implementation and oversight of the Alabama State Bar 2009 Pro Bono Celebration.

In 2008 the American Bar Association approved the first ever National Pro Bono Celebration. Scheduled for October 25-31, 2009, the National Pro Bono Celebration is an opportunity to celebrate the difference lawyers make in communities, to recruit and train more pro bono volunteers, and to acknowledge the partnerships that form the basis for so many of the private bar's successful pro bono efforts.

The Alabama State Bar Task Force on 2009 Pro Bono Celebration is charged with planning and implementation on Alabama's first ever Pro Bono Celebration. The goal is to develop projects around the state that will: 1) increase awareness within the bar of the need for and ways to participate in pro bono work; 2) present an opportunity for lawyers to contribute to their local communities 3) provide an opportunity to showcase the pro bono work provided by attorneys throughout the year around the state and 4) identify and celebrate the positive work of bar members.

In carrying out its mission and purpose, the task force shall seek assistance and cooperation of other committees, and task forces such as the Committee on Lawyer Public Relations, and the various specialty bars, local bars and sections of the Alabama State Bar.

The task force shall elect from its membership a secretary who shall be responsible for a written record of its actions. The secretary, or a designee, shall keep minutes of all meetings of the task force, or any subcommittee. The original of the minutes will be filed with the Alabama State Bar within 14 days after the meetings, to be made a part of the committee's permanent file.

The task force will divide itself into such subcommittees as may be necessary to effectively carry out its functions. The chairperson shall appoint sub-chairs for each subcommittee.

The task force and subcommittees shall meet at the call of the chairperson or sub-chair, provided, however, that the task force as a whole shall meet no less than two times during the year.

The Alabama State Bar, through its designated staff liaison, will assist the task force in carrying out its purpose. To this end, the chairperson is requested to consult the staff liaison when scheduling meetings. On three week's notice, the task force may conduct its meeting at bar headquarters. The liaison will assist in duplicating materials for them and facilitate the task force's work by offering use of the bar's resources whenever it is appropriate. The liaison will also attend as many meetings as possible.

## The committee shall submit:

- (a) A written plan of action to the President-elect by May 29, 2009 outlining its activities or programs for the year;
- (c) A report of its year's activities by June 30, 2008.

Done as of March 30, 2009

J. Mark White President