



# CWBA COMMITTEE & BOARD LEADERSHIP DESCRIPTIONS

*November 2022*

## *Special Thanks*

To the CWBA DEI Committee Pipeline to Leadership Group led by Hon. Mariana Vielma and to CWBA Immediate Past President Gina Glockner for leading this initiative.

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## CONVENTION COMMITTEE

### **Description & Goals:**

The Convention Committee plans and hosts the annual Convention in May of each year. The goal of the Convention Committee is to organize an exciting and educational annual convention with nationally recognized speakers, interesting and varied programming and entertainment to attract strong attendance and sponsorship. Convention is the biggest fundraiser for the CWBA. We also seek to provide high quality opportunities for networking at this event. Our strategies include developing an inspiring theme, securing dynamic speakers who will entice registrants, adding unique touches to help attendees feel welcomed, creating opportunities for members to gather formally and informally, and providing value for our sponsors. The Committee has directed its efforts toward securing diverse speakers, as well as offering varied programming directed to a wide audience. One of the Committee's goals in the Strategic Plan is to market the Convention as an opportunity for member firms, companies, and government offices to hold retreats for their women attorneys during the Convention.

### **Committee Organization/Events:**

Two Co-Chairs lead the Committee, and their sole focus is planning and executing the CWBA's Annual Convention in May. A robust committee is essential as individuals divide into subcommittees to tackle various aspects of Convention planning, including:

- Programming (e.g., identifying and securing speakers, planning program content, preparing CLE applications),
- Sponsorship (e.g., identifying potential sponsor opportunities, and making sponsorship asks),
- Marketing (e.g., designing marketing materials, assisting in e-blasts, social media posts, and creative marketing opportunities),
- Entertainment (e.g., planning Convention social activities), and
- Swag bags/door prizes (e.g., securing in kind donations for swag bags and door prizes).

### **Micro-volunteer opportunities available for Committee members:**

There are abundant opportunities to lead on multiple aspects of planning Convention. Some examples include liaising with speakers to coordinate topics, CLE materials, handouts, logistics of attendance, and introducing the speaker at the Convention, securing "swag bag" donations, speaker outreach, and program planning.

**Co-Chair Responsibilities:**

The main duties of the Co-Chairs are to plan the monthly meetings (agendas, task lists, sending reminders for the meetings), act as the liaison between the Committee and the leadership of the CWBA (the President and the Executive Director), plan the Convention schedule including speakers, track the budget, adhere to well-defined timelines, and keep volunteers engaged and responsible.

**Co-Chair Time Commitment:**

The time commitment varies based on the preparation cycle, but it is about 6-10 hours per month initially as we are working on securing speakers and finalizing the programming, then it increases to 5-10 hours per week closer to the Convention as the details are being finalized. Co-chairs are required to attend Convention, including going up to Beaver Creek one full day before Convention to prepare (Thursday through Sunday at the Convention location). It's a predictable schedule from June through March, April and May are less predictable.

**Co-Chair Qualifications:**

A few recommended qualifications are interest in event planning and CLE programming and strong organizational skills. Because there are numerous moving pieces in putting together a large-scale event like the Convention, it is important to stay on top of the internal deadlines for securing speakers, finalizing the CLE application, preparing the marketing materials in time to open the registration, and sending timely reminders and agendas for the committee meetings. Having experience with or a willingness to delegate assignments and hold volunteers accountable is important.

**Past leaders who may be contacted for further information:**

- Sally Roller (2022-23)
- Kendria Pearson (2021-22, 2022-23)
- Hermine Kallman (2020-21, 2021-22)
- Hon. Jaclyn Brown (2020-21)
- Bethany Gorlin (2018-19, 2019-20)
- Megan Garnett (2019-20)



# DIVERSITY, EQUITY, & INCLUSION (DEI) COMMITTEE

## Description & Goals:

The Diversity, Equity, & Inclusion (DEI) Committee works to foster a shared culture at the CWBA that promotes the goals of accepting, respecting and valuing differences that include attributes such as age, race, gender, ethnicity, religion, sexual orientation, gender expression, sexual identity, ability, language, family and economic circumstances, geography, and cultural backgrounds.

## Committee Organization/Events:

The Diversity, Equity and Inclusion committee is headed by two Co-Chairs and has been historically divided into five subcommittees:

1. **Pipeline to the Legal Profession:** This group looks at ways to create a pipeline for kids and teens to learn and think about becoming a lawyer. The goal is to make information about, and thereby access to, the profession more obtainable, especially for groups historically underrepresented in the legal profession.
2. **Pipeline to CWBA Leadership:** This group examines and looks for ways to improve the mechanics of the CWBA in order to build transparency around pathways to leadership to ensure we maintain an equitable process that gives leadership, volunteer, and other opportunities to a diverse range of applicants.
3. **Bang for Your Buck:** This group looks for ways to maximize the cost of CWBA memberships and events by ensuring members are provided with quality opportunities. It was created to maintain transparency to members about dues. This subcommittee is also developing a series to promote new and emerging speakers to create opportunities for CWBA members to speak.
4. **Policies and Procedures:** This group is tasked with drafting DEI policies for both CWBA as a whole and the three subcommittees of CWBA. The group works in tandem with the other committees and groups.
5. **Accountability:** This group investigates issues related to inclusion in CWBA. It is focused on coming up with ways to build accountability related to DEI into our procedures.

The DEI Pipeline to the Profession group is currently working on programming for presenting to grade schools. Bang for Your Buck launched an emerging speaker series last year. The group and various subcommittees also frequently consult internally and with other CWBA groups on CWBA marketing and other programming to promote the CWBA's general mission and strategic goal of DEI implementation.

**Micro-volunteer opportunities available for Committee members:** Subcommittees are chaired by volunteers. Micro-volunteering opportunities are available related to drafting DEI policies, reviewing procedures, presenting to the Board for one of the monthly trainings, or creating a presentation for the emerging speakers series.

**Co-Chair Responsibilities:**

The Co-Chairs plan monthly meetings, coordinate with subcommittees to ensure projects move forward, plan for implementing DEI throughout the CWBA, and manage DEI-related projects or issues that come up.

**Co-Chair Time Commitment:**

The DEI Co-Chairs spend approximately 4-5 hours per month on DEI activities and tasks, including regular committee and subcommittee meetings. Subcommittee chairs spend approximately 3-5 hours per month, including subcommittee meetings.

**Co-Chair Qualifications:**

We are primarily interested in those dedicated to the subcommittee goals, and who have demonstrated vision and plan for furthering those goals in the next year.

**Past leaders who may be contacted for further information:**

- Azra Taslimi (2022-23)
- Jenipher Jones (2022-23)
- Beth Robinson (2021-22)
- Jennifer Guzman (2020-21, 2021-22)
- Ruchi Kapoor (2019-20, 2020-21)
- Hon. Melina Hernandez (2019-20)



## HISTORY COMMITTEE

### **Description & Goals:**

The History Committee seeks to 1) understand, document, highlight, and preserve the unique history of the CWBA; and 2) document the accomplishments of our organization in real time for the future. This is a newer committee established in 2021.

### **Committee Organization/Events:**

The History Committee has periodic meetings to discuss and plan for ongoing projects, as well as micro volunteer opportunities.

### **Micro-volunteer opportunities available for Committee members:**

The Committee has a range of volunteer opportunities on a short and long-term basis. Some examples include: review document archives and digitize records; plan events (e.g., Women's History Month event, past president's dinner); assist with video interviews of past CWBA members; curate a table regarding CWBA history for Convention; document substantial events in CWBA history (past and present).

### **Co-Chair Responsibilities:**

Organize events; hold committee meetings; attend monthly board meetings; draft communications and correspondence to highlight committee and its work; organize the Legacy Leader Video project that is revealed at Convention (selection of past president/interviewee, prep of the interviewee, coordinate with videographer, and help edit final product).

### **Co-Chair Time Commitment:**

Approximately 3-10 hours a month, depending on the volume of projects.

### **Co-Chair Qualifications:**

Having a passion for preserving the CWBA's history as well as a role in shaping a relatively new committee. Some experience or interest in document archiving and preservation, and/or creative ways to preserve and highlight the past and present contributions of CWBA members.

### **Past leaders who may be contacted for further information:**

- Rhoda Pilmer (2022-23)
- Laura Ratcliffe (2021-22, 2022-23)
- Courtney Holm (2021-22)



## JUDICIAL COMMITTEE

### **Description & Goals:**

The focus of the Judicial Committee is to promote a well-qualified, diverse judiciary and advocate for the appointment of judicial officers who will further the CWBA's mission. The committee actively engages in the appointment of Colorado state judges by conducting due diligence on short-listed candidates for Colorado's state district courts, the Colorado Court of Appeals, and the Colorado Supreme Court and providing feedback on and endorsements of the candidates to the Governor's Office. Additionally, the committee developed a due diligence and endorsement policy for federal judicial finalists for the District of Colorado and Colorado-based seats on the Tenth Circuit Court of Appeals. Regular due diligence training is held for CWBA volunteers interested in participating in the endorsement process, and the committee is involved in the broader legal community's efforts to diversify Colorado's judiciary and promote trust and confidence in the state judicial branch.

### **Committee Organization/Events:**

This Committee consists of three co-chairs and a large cadre of volunteers. The Judicial Committee does not have monthly meetings, rather, it operates almost exclusively through solicitation of volunteers via emails that are sent out with each due diligence round. Each year, the Committee holds a due diligence training and also honors an outstanding Judge who promotes and exemplifies the CWBA's mission with the Judicial Excellence Award. A proposal is pending for the creation of a group of due diligence deputies that will functionally manage each individual round of endorsements and due diligence to free up the co-chairs to assist with more macro-level projects, such as improving the constitution of the state judiciary.

### **Micro-volunteer opportunities available for Committee members:**

In addition to conducting due diligence by calling judicial candidates' references and preparing a written summary, potential volunteer opportunities for committee members include assisting with event planning for the Judicial Excellence Award Reception (typically held in March) and other discrete projects, such as analyzing data from the committee's due diligence process or other information relevant to the committee's broader efforts in the Colorado judiciary.

### **Co-Chair Responsibilities:**

The three co-chairs manage the due diligence and endorsement rounds when Colorado state court judicial vacancies are announced (often 2-3 such vacancies a month). This work includes assembling and coordinating a team of volunteers to conduct due diligence,



addressing issues that arise with due diligence, compiling and preparing a comprehensive memorandum of due diligence results, presenting findings of due diligence and a recommendation regarding endorsement to the Executive Committee, and relaying such endorsement and due diligence memorandum to the Governor's office. Co-chairs lead a due diligence training program for interested volunteers each year. Co-chairs also serve on various outward-facing committees regarding the promotion of diversity on the bench. Co-chairs solicit nominations for the Judicial Excellence Award, present nominations to the Board for approval, and plan the reception.

**Co-Chair Time Commitment:**

The average monthly time commitment varies based on the pace of judicial vacancies; on average, the position requires 10-20 hours of service from each co-chair each month.

**Co-Chair Qualifications:**

The potential candidate for the Judicial Committee co-chair position should possess strong writing and editing skills and superb organization skills as there are often multiple rounds of diligence happening simultaneously on short deadlines. Co-chairs must communicate and coordinate effectively with committee members, judicial candidates, the Governor's Office, and the CWBA Executive Committee and Board. This position requires diplomacy and tact in handling time-sensitive, often delicate issues with respect to due diligence and absolute discretion in maintaining the confidentiality of the process. The ability to be creative and re-think processes as needed is also a plus.

**Past leaders who may be contacted for further information:**

- Laura Cramer-Babycz (2021-22, 2022-23)
- Andrea Bronson (2022-23)
- Mikayla Shearer (2022-23)
- Hetal Doshi (2019-20, 2020-21)
- Emma Garrison (2020-21)
- Amy Petri Beard (2021-22)
- Alison Connaughty (2018-19, 2019-20)
- Elizabeth Meck (2018-19)



## LEGAL SERVICES COMMITTEE

### **Description & Goals:**

The Legal Services Committee oversees projects to help members perform public service and pro bono work and to increase access to justice. Since the pandemic, one of its main goals has been to create and support meaningful service opportunities for CWBA members. This meant adapting to virtual service models, focusing on client populations who were most in need, and expanding service opportunities beyond traditional litigation-oriented fields (i.e., creating projects that are open to government and transactional attorneys, as well as trial lawyers). The Committee strategically partners with organizations that further the organization's DEI mission. During the past year, it expanded programming to include ability status and elder care, and it also partnered with diversity bars.

### **Committee Organization/Events:**

The Legal Services Committee is headed by two co-chairs and has a membership body of about half a dozen core members at any given time, plus a large mailing list (200+) of interested CWBA members and pro bono volunteers. The Committee partners with outside organizations to co-host legal nights and offer members a volunteer opportunity that supports underserved communities. Over the past few years, the Committee has also organized training events with our nonprofit partners, including the Colorado Poverty Law Project's Eviction Defense program on Disability and Abuse 101, Metro Volunteer Lawyers' Elder Law Clinic, and the International Rescue Committee (Denver Chapter)'s Legal Clinic for Afghan Refugees. The Legal Services Committee also engages in fundraising initiatives to benefit local nonprofits, and recently planned a Title IX workshop. Members also maintain and update the Pro Bono Corner on the CWBA's website.

### **Micro-volunteer opportunities available for Committee members:**

There are many micro-volunteer opportunities, including for example, drafting promotional materials for fundraising events, publicizing events on social media, assisting with legal night, or applying for CLE credit.

### **Co-Chair Responsibilities:**

Primary duties include:

- Drafting meeting agendas/minutes and facilitating committee meetings.
- Event planning and task execution, with delegation to sub-committees whenever possible.
- Meeting with community leaders on legal services and access to justice issues.

- Promoting CWBA and committee events, including training events and fundraising initiatives.
- Updating the CWBA Pro Bono Corner and managing the CWBA's Pro Bono Pledge.
- Attending monthly CWBA board meetings and drafting CWBA reports.
- One co-chair is cross appointed to serve as a board member on the Colorado Lawyers Committee (minimal additional time commitment).

**Co-Chair Time Commitment:**

Co-chair duties average 3-10 hours per month, including CWBA board duties. It is common for Co-Chairs to take turns spearheading each initiative, so the number of hours may be higher in one month and lower in the next.

**Co-Chair Qualifications:**

The only mandatory qualification for this position is a passion for access to justice and pro bono work. It's helpful, but by no means essential, for the chairs to have existing relationships within the Colorado pro bono and legal services communities, as knowledge of these systems and programs is valuable.

**Past leaders who may be contacted for further information:**

- Dawn Gould (2022-23)
- Deborah Yim (2021-22, 2022-23)
- Hannah Seigel Proff (2020-21, 2021-22)
- Almira Moronne (2021-22)
- Ruchi Kapoor (2018-19)
- Kate Russell (2018-19, 2019-20)
- Hon. Adam Espinosa (2019-20)



## MEMBERSHIP COMMITTEE

### **Description & Goals:**

The Membership Committee is the recruitment arm and welcoming committee to the CWBA. The Committee's goal is to develop ways to increase membership (new and renewals), increase member participation (on committees, by attending events, etc.), and create and improve structures to inclusively welcome and engage new members.

### **Committee Organization/Events:**

There are two co-chairs and, depending on the year and volume of tasks, approximately three subcommittees:

- (1) Membership Socials: Organize the membership social events, along with other occasional events as decided upon by the Committee.
- (2) Member Engagement/New Member Outreach: Attend events in the legal community, such as back-to-school events at DU and CU and bar swearing-in ceremonies to encourage people to join the CWBA.
- (3) Outreach: This group develops and executes a structure to reach out to new and lapsed members; focus is on improving recruitment and retention. This group also coordinates the sending of welcome emails to new members and helps to coordinate the monthly New Member Power Lunch.

### **Micro-volunteer opportunities available for Committee members:**

Micro-volunteering opportunities are available related to new member welcome emails/calls, event planning for the membership socials, and outreach to lapsed members.

### **Co-Chair Responsibilities:**

Co-Chairs plan monthly meetings, coordinate with committee members (or subcommittees where applicable) to ensure projects move forward, lead the New Member Power Lunch, conduct all event planning (alongside ED and committee) for three events, plan for member outreach, and help manage membership-related projects or issues that come up.

### **Co-Chair Time Commitment:**

Membership Co-Chairs spend approximately 5-6 hours per month on Membership activities and tasks, including regular committee meetings and standing events (like the New Member Power Lunch). Additional hours are necessary during the spring, fall, and winter social event planning as co-chairs are involved in all aspects of event planning, set up, and breakdown of the event.

**Co-Chair Qualifications:**

We are primarily interested in those dedicated to the Committee and Subcommittee goals, and who have a vision for creative ways to recruit and engage members. Being able to delegate can be an important and helpful skill. An interest in party and event planning is helpful.

**Past leaders who may be contacted for further information:**

- Hannah Seigel Proff (2022-23)
- Sylvia Geiger (2022-23)
- Hon. Jaclyn Brown (2021-22)
- Bethany Gorlin (2020-21, 2021-22)



## AD HOC MENTORSHIP COMMITTEE

### **Description & Goals:**

The Mentorship Committee manages the CWBA's LIFT! mentoring program. It also works with law student members and liaisons to CU and DU Law to increase ties between women attorneys and law students with the goal of maintaining women in the organization through the transition from law school to practice.

### **Committee Organization/Events:**

This Committee is managed and operated by two Co-Chairs and several member volunteers. It holds monthly meetings and plans events for LIFT! participants and law student members. In years past it has presented a "Rockstar Mentor" program, in which prominent members of the legal community share their experience with mentorship with CWBA members.

### **Micro-volunteer opportunities available for Committee members:**

There are many micro-volunteer opportunities, including for example, researching activities for LIFT! participants, drafting a quarterly newsletter to LIFT! participants, reaching out to prospective speakers and sponsors, organizing catering for on-campus or in-person events, or applying for CLE credit.

### **Co-Chair Responsibilities:**

Work closely with co-chair to manage, implement, review, and improve on (as necessary) the Lift! Mentorship Program. Communicate regularly with CAMP Executive Director regarding the program as well. Coordinate management of the Committee with co-chair, including all communication with the Committee members. Serve as liaison for committee to the CWBA Board including preparing Board Reports and presenting items to the Board as needed. Receive and respond to requests for input on requests for CWBA participation in events or projects that are related to mentorship. Attend Board meetings and engage with the rest of the Board/other committees as needed. Communicate and discuss specifics with leadership (President, Executive Director, President-Elect) as needed.

### **Co-Chair Time Commitment:**

- 6-10 hours depending on the month.

### **Co-Chair Qualifications:**

Experience leading meetings; experience leading a team; good communication skills. Passion for mentorship is a plus. Prior experience on the committee would be very helpful.

**Past leaders who may be contacted for more information.**

- Karin Williamson (2022-23)
- Whitney Travis Kelly (2021-23)
- Meagan Moodie (2021-22)
- Elizabeth Meck (2020-21)
- Hon. Michal Lord-Blegen (2020-21)
- Leila Hock (2018-19)



## PROFESSIONAL ADVANCEMENT COMMITTEE

### **Description & Goals:**

Members of the Professional Advancement Committee work to advance women in the legal profession, and to promote career advancement and recognition for CWBA members. It strives to inform women of pathways to advancement in their career, whether they are in a traditional legal position or otherwise. The committee also identifies deserving CWBA members, organizations, and/or programs and submits nomination packets for them to be considered for local and national awards. In addition, the committee conducts due diligence on the nominees for the Annual Mary Lathrop Trailblazer Award and organizes the reception for the Mary Lathrop Award recipient at Convention each year. One of its goals has been to increase diversity of the nominees and coordinating with our sister diversity bar associations on nominations or potential nominees. It is building a “rockstar” database, which consists of a diverse list of CWBA members whom we should consider for award nominations. In deciding who we should nominate for awards, we strongly encourage the team to include people who are typically underrepresented.

### **Committee Organization/Events:**

The Committee is led by two Co-Chairs and members meet once a month for 60 to 90 minutes. There are approximately 10 to 12 committee members who regularly attend committee meetings and volunteer to assist with due diligence and nominations of CWBA members and/or programs. The Committee primary responsibility is the Mary Lathrop Award and reception. In recent years, the Professional Advancement Committee has been organizing one to two CLE programs that focus on the advancement of women in the legal profession.

### **Micro-volunteer opportunities available for Committee members:**

There are opportunities to serve as a subcommittee chair for organizing events, perform due diligence on a candidate, and/or serve as a nomination team lead.

### **Co-Chair Responsibilities:**

Identify Committee goals for the year; develop meeting agendas and minutes; lead monthly committee meetings; organize subcommittees and due diligence teams; establish due diligence-nomination deadlines and monitor volunteer progress; routinely coordinate and communicate with CWBA President, President-Elect, and Executive Director; organize Mary Lathrop Award reception for Convention.



**Co-Chair Time Commitment:**

10-15 hours per month.

**Co-Chair Qualifications:**

Project-management skills; experience leading meetings; experience leading a team; good communication skills.

**Past leaders who may be contacted for further information:**

- Christine Washburn (2022-23)
- Hon. Colleen Clark (2022-23)
- Veronique Van Gheem (2021-22)
- Andrea Bronson (2020-21, 2021-22)
- Kathryn Starnella (2020-21)
- Hannah Seigel Proff (2019-20)
- Jessie Pellant (2019-20)



## PROGRAMS COMMITTEE

### **Description & Goals:**

The Programs Committee develops and facilitates educational, professional and community programs, to support substantive growth and learning, reflection, and connection among our members and the broader legal community. This year, the Programs Committee is teaming up with other Committees to help with event support. The Committee also hopes to collaborate with other CWBA committees and members to provide meaningful programs that achieve the goals of the CWBA. Programs Committee members are also working with the Diversity, Equity, and Inclusion Committee to ensure events, including our third-party vendors, are planned with inclusion and diversity at the forefront. Additionally, the Programs Committee will maintain the Emerging Speaker database ("Database") that was developed by the DEI Committee and ensure that information in the Database is shared with other committees considering speakers at events. Additionally, the Programs Committee plans to work with the DEI Committee to promote Emerging Speakers through sponsoring and organizing events.

### **Committee Organization/Events:**

Two Co-Chairs organize this Committee to plan and host CLE programs and events such as the CWBA's award-winning "Storming" series ("Storming The Bench," "Storming the Ballot," and "Storming the Board"); the annual Moms Luncheon; and the annual Holiday Party. The Committee meets monthly.

### **Micro-volunteer opportunities available for Committee members:**

Committee members help plan events at monthly board meetings. With the need for occasional subgroups of Committee members being formed to work together with specific roles essential to a specific CLE or other event planning and execution needs, including conceptualizing agendas, applying for CLE accreditation, arranging for catering, securing event venues, and performing outreach to speakers. Committee members also brainstorm event topics for CLE events, themes for events, and choose the highlighted non-profit beneficiary at the CWBA Holiday Party.

### **Co-Chair Responsibilities:**

Co-Chairs are responsible for facilitating monthly Committee meetings, preparing an agenda for those meetings, and updating the CWBA board monthly regarding the Committee's activities. Co-Chairs are also expected to attend monthly CWBA Board meetings. In addition, Co-Chairs take a lead role supporting the planning and execution of our CLEs and other events, as well as collaborate directly with Co-Chairs of other

Committees who request support from Programs to put on their events. Co-Chairs may also take an active role the day of specific events hosted by the Committee, such as welcoming attendees, giving remarks, keeping time, and collaborating on follow-up and reporting after an event has occurred.

**Co-Chair Time Commitment:**

Varies. In the month leading up to a CLE event, Co-Chairs may put in up to 3+ hours per week (excluding the monthly meeting and prep for the monthly meeting). During other times of the year, Co-Chairs may put in 1-2 hours per week.

**Co-Chair Qualifications:**

Co-Chairs should ideally have experience volunteering with the CWBA Programs Committee or other CWBA Committees. Co-Chairs must possess time-management, communication skills, and good judgment.

**Past leaders who may be contacted for further information:**

- Natalie Petrucci (2022-23)
- Rebekah Watada (2021-23)
- Reagan Larkin (2021-22)
- Hannah Westmont (2019-20, 2020-21)
- Kate Russell (2020-21)



## PUBLICATIONS COMMITTEE

### **Description & Goals:**

The Publications Committee informs CWBA's members of activities and projects, spurs debate and member activity on issues of special concern to women lawyers and women generally, and it recognizes the achievements and contributions of women lawyers. Through the CWBA's newsletter, *The Advocate*, and the award-winning blog, *The 1891*, Committee members strategically identify fresh content and potential authors, as well as edit and even write articles and blog posts. The Committee prioritizes showcasing diverse authors and views.

### **Committee Organization/Events:**

This Committee meets monthly, is run by two Co-Chairs, and hosts quarterly meetings of the CWBA's book club. Articles, series, and several recurring columns are planned by members in advance, with built-in space for new material as needed.

### **Micro-volunteer opportunities available for Committee members:**

Love to write? Great! Hate to develop your own content but love editing others' work? We've got something for you too! Do you feel like you do enough writing in your day job and just want to strategize on content? Perfect! We'd also love more help with social media posting and sharing of blog posts.

### **Co-Chair Responsibilities:**

The Co-chairs alternate monthly on leading the committee meetings and publishing the blog content on the user-friendly and intuitive Wix platform. Co-chairs serve as liaisons for connecting editors with prospective writers, as needed. The Co-chairs facilitate brainstorming of blog content including setting monthly themes and ensuring inclusion of diverse voices and thought-provoking topics.

### **Co-Chair Time Commitment:**

Time commitment may vary depending on writer delivery of blog content. At times blogs can be pre-scheduled weeks in advance while others require more time sensitive posting deadlines. Average time on an alternating basis may cumulatively range from 1-3 hours weekly, depending on factors noted above.

### **Co-Chair Qualifications:**

Preferred interest in writing or publication with strong editing skills. A creative mindset to brainstorm ideas for the blog. Engagement with the wider CWBA community is also

helpful to solicit meaningful content. Proficiency in computer software (or willingness to learn) is necessary to navigate the blog's platform using Wix.

**Past leaders who may be contacted for further information:**

- Chelsea Augelli (2022-23)
- Justine Pierce (2021-22, 2022-23)
- Carime Lee (2020-21, 2021-22)
- Veronique Van Gheem (2019-20, 2020-21)
- Giugi Carminati (2019-20)



## PUBLIC POLICY COMMITTEE

### **Description & Goals:**

The Public Policy Committee monitors national, state, and local legislation to protect and advocate for the interests of women and children. It works with contracted lobbyists to draft and weigh in on proposed legislation and its impact. Members also coordinate the CWBA's amicus activities. As the number of key legislative priorities has expanded over the past several years, the Committee has worked to streamline the Committee processes and communication with members and lobbyists, and to refine its fundraising and advocacy responsibilities. There is a Diversity and Inclusion subcommittee that reviews legislation addressing initiatives to improve the state of Colorado's diversity and inclusion overall, and it guides the Committee in supporting numerous bills along these lines.

### **Committee Organization/Events:**

The three co-chairs oversee a series of subcommittees that cover a variety of legislative topics throughout the year such as equal pay, paid family leave, women's health issues, workplace discrimination, and criminal justice matters. We have monthly meetings, occasional happy hours, an annual fundraiser, an annual legislative breakfast, up to two annual trainings addressing the legislative process or ballot measures, and several smaller gatherings on an as-needed basis for the legislative session. Members assist in planning and executing events in addition to reviewing proposed or introduced bills, meeting with legislators, and testifying at hearings.

### **Micro-volunteer opportunities available for Committee members:**

This is a fast-moving and fun committee with a multitude of different micro-volunteer opportunities, including event planning and coordination; proposed bill review; testimony in the Colorado General Assembly on behalf of the CWBA; authoring written testimony, meeting with community leaders and stakeholders; reviewing potential amicus briefs to determine whether the CWBA should sign on in support; and authoring articles for the CWBA blog. This is a great opportunity for subject matter experts to contribute to specific legislation.

### **Co-Chair Responsibilities:**

Co-Chair duties include managing the multiple events the committee organizes, noting legislation of interest; reviewing legislation of interest; testifying (if necessary); coordinating with the CWBA's Executive Committee on the organization's public positions; delegating to subcommittee members and managing accountability of

volunteers; staying within operating budget and meeting fundraising goals; and, coordinating with fellow diversity bars on legislation of interest.

**Co-Chair Time Commitment:**

Time spent varies from 10-30 hours a month depending on the time of year. The Colorado General Assembly Session runs January through May.

**Co-Chair Qualifications:**

Strong organization skills; an understanding of the legislative process; diplomacy, tact, and flexibility; good writing skills, an interest in coalition building and collaboration with community leaders.

**Past leaders who may be contacted for further information:**

- Ariana Busby (2022-23)
- Ellen Trachman (2022-23)
- Laura Wolf (2021-22)
- Alison Connaughty (2020-21, 2021-22)
- Meagan Moodie (2019-20, 2020-21, 2022-23)
- Jen Carty (2018-19, 2019-20)
- Gina Glockner (2017-18, 2018-19)



# CWBA BOARD OFFICERS AND REPRESENTATIVES

## PRESIDENT

### **Key Responsibilities:**

Lead board members, drive strategic organizational goals, identify strategic priorities, work closely with the Executive Director and Executive Committee to oversee governance, attend Committee meetings and CWBA events, plan and organize monthly board meetings and serve as the public spokesperson for the organization. Lead Executive Committee meetings, lead discussions on judicial endorsement decisions, and write judicial endorsement letters. Work closely with the Public Policy committee on policy and legislative initiatives. Participate in check-ins with the Executive Director. Write periodic President's Letters to membership. Represent CWBA at other organizations' events. Accept public speaking invitations. Supervise the Executive Director. Engage in conflict resolution among board members or staff members.

### **Time Commitment:**

- 15-90 hours per month. (The first month or two seem to require significant time commitment on the higher end of this range.)

### **Past leaders you may contact for more information:**

- Kathryn Starnella (2022-23)
- Gina Glockner (2021-22)
- Miranda Hawkins (2020-21)
- Sarah Parady (2019-20)
- Cat Shea (2018-19)





## PRESIDENT-ELECT

### **Key Responsibilities:**

As defined by the bylaws, the duties are to assist the President and prepare for the role of President. In addition to attending the CWBA's monthly board meetings, the President-Elect attends Executive Committee meetings to endorse judicial candidates and positions as recommended by the Public Policy Committee. The President-Elect participates in the Convention Committee and also attends the Colorado Women's Bar Association Foundation's monthly board meetings, serving as liaison between the two organizations. The President-Elect will also attend meetings of the Presidents' Diversity Council and monthly committee meetings as needed. Recruiting and advising a nominating committee who will select next year's Board members is also a primary responsibility. The President-Elect is also involved in high-level organizational governance and strategic planning. Prior board service and committees work are necessary to be successful in this position. Flexibility to meet during business hours is helpful, and exceptional organizational and people skills are important.

### **Time Commitment:**

- 15-30 hours per month.

### **Past leaders you may contact for more information:**

- Emma Garrison (2022-23)
- Kathryn Starnella (2021-22)
- Gina Glockner (2020-21)
- Miranda Hawkins (2019-20)
- Sarah Parady (2018-19)



## VICE PRESIDENT

### **Key Responsibilities:**

The Vice President's primary duty is serving on the Executive Committee and supporting the President. This includes voting on judicial endorsement requests and taking action on behalf of the Board between Board meetings--for example, when the CWBA must determine whether to oppose or support (and at what level) legislation pending in the General Assembly, which can move very quickly. As part of the Executive team, the person in this role weighs in on the content of public statements issued on behalf of the organization, endorsement of judicial candidates, and public policy matters. The VP also has the opportunity to drive organizational programming and change.

### **Time Commitment:**

- In addition to the monthly board meeting, the time commitment ranges from 5 to 15 hours per month.

### **Past leaders you may contact for more information:**

- Alison Connaughty (2022-23)
- Hetal Doshi (2021-22)
- Cat Shea (2020-21)
- Gina Glockner (2019-20)



## INCLUSION OFFICER

### **Key Responsibilities:**

The Inclusion Officer is responsible for advancing equity and leading the creation of an equitable and inclusive culture within the Association; recognizing, creating, and implementing its strategy, goals, and plans to promote diversity, equity, inclusion, and belonging; working closely with the Diversity, Equity, & Inclusion Committee to further its goals and efforts; receiving feedback from Members regarding equity and inclusion; coordinating with diversity bar association representatives regarding programming, issues of diversity, equity, and inclusion, and developing strategies for relationship building between the diversity bar associations; and, where appropriate, overseeing and directing programs to enhance understanding of inclusion issues. In addition, as a member of the Executive Committee, the Inclusion Officer attends regular meetings or otherwise engages to endorse judicial candidates and policy positions as recommended by the Judicial and Public Policy Committee.

### **Time Commitment:**

- 10 - 15 hours per month.

### **Past leaders you may contact for more information:**

- Carime Lee (2022-23)
- Leila Hock (2021-22)



## SECRETARY

### **Key Responsibilities:**

The Secretary is the custodian of the corporate records and thus keeps minutes from the monthly Board of Director meetings and decisions made by the Executive Committee between board meetings. In addition, as a member of the Executive Committee, the Secretary attends regular meetings or otherwise engages to endorse judicial candidates and positions as recommended by the Public Policy Committee.

### **Time Commitment:**

- 10 - 15 hours per month.

### **Past leaders you may contact for more information:**

- Reagan Larkin (2022-23)
- Emma Garrison (2021-22)
- Jen Carty (2020-21)
- Kathryn Starnella (2019-20)
- Megan Garnett (2018-19)



## TREASURER

### **Key Responsibilities:**

The Treasurer oversees the funds and securities of the Association, maintains updated budgets, and works closely with the Executive Director and bookkeeper. In addition, the Treasurer attends Executive Committee meetings on an as-needed basis, including to endorse judicial candidates and positions as recommended by the Public Policy Committee. The Treasurer also convenes and leads meetings of the Finance Committee

### **Time Commitment:**

- 10-20 hours per month.

### **Past leaders you may contact for more information:**

- Monica Rosenbluth (2022-23)
- Abby O'Connor (2019-20, 2020-21, 2021-22)
- Gretchen Moore (2016-17, 2017-18, 2018-19)



## COLORADO BAR ASSOCIATION BOARD OF GOVERNORS REPRESENTATIVE

### **Key Responsibilities:**

This position is appointed by the President. Member represents the CWBA at the Colorado Bar Association's semiannual Board of Governors meetings to advance the CWBA's mission and find common ground with other bar leaders.

### **Time Commitment:**

- 3 hours per month, including attendance at monthly CWBA meetings, plus two 1-to-2-day Board of Governors meetings each year.

### **Past leaders you may contact for more information:**

- Hon. Jaclyn Brown (2022-23)
- Hon. Melina Hernandez (2020-21, 2021-22)
- Hon. Michal Lord-Blegen (2018-19, 2019-20)



## AT-LARGE REPRESENTATIVES

### **Key Responsibilities:**

The At-Large Representatives are appointed by the President. The main duties of the At-Large representative board position are to support the President on specific projects. In the past, this has included providing support and mentorship to chapter representatives, planning of a summit for chapter representatives on bar leadership within the CWBA, and elevating DEI efforts throughout Greater Colorado. The at-large representatives may also regularly communicate with chapter leaders, attend chapter events, and provide support to the chapter representatives in the planning of those events. This is a great opportunity to develop leadership and communication skills.

One example of a specific project that the At-Large Representatives are supporting is the Lawyers Teaching for Change pilot program. Chief Judge Susan Blanco has taken the lead on the program's planning from its inception. The program will have two pilot programs for the 2022-2023 bar year in Fort Collins and Denver.

### **Time Commitment:**

- 4- 6 hours a month, including the monthly board meeting.

### **Past leaders you may contact for more information:**

- Hon. Susan Blanco (2021-22, 2022-23)
- Sonia Russo (2023-23)
- Rhoda Pilmer (2020-21, 2021-22)
- Allison Gambill (2020-21)
- Jennifer Guzman (2019-20)
- Carime Lee (2019-20)



## CHAPTER REPRESENTATIVES

### Key Responsibilities:

Chapter representatives are appointed by their individual Chapters. Each Chapter has one representative on the Board. The Chapter Representatives support and grow Chapter programs and membership, and support members in the Chapter through education and networking opportunities. Chapter Representatives also attend CWBA monthly board meetings.

### Time Commitment:

- Varies, but generally 4-6 hour per month.

### Past leaders to contact for more information.

- **Boulder:** Michelle Rafik (2022-23); Heather Kelly (2019-20, 2020-21, 2021-22); Karen Lockwood (2018-19)
- **El Paso:** Kayla Becker (2022-23); Stephanie Izaguirre (2020-21, 2021-22); Amber Blasingame (2018-19, 2019-20); Hon. Jessica Curtis (2018-19)
- **Larimer:** Anda Stephenson (2022-23); Michelle Lewis-Clark (2021-22); Callan Reidel (2019-20, 2020-21); Renee Doak (2018-19)
- **Mountain:** Tessa DeVault (2021-22, 2022-23); Courtney Holm (2018-19, 2019-20, 2020-21)
- **Pueblo:** Becky Briggs (2022-23); Lisha McKinley (2018-19, 2019-20, 2020-21)
- **Weld:** Kathy Heffron (2022-23); Kelli Riley (2018-19, 2020-21, 2021-22); Taylor Meyers (2019-20)





## DIVERSITY BAR REPRESENTATIVES

Diversity Bar Representatives are appointed by the individual diversity bars. Representatives attend board meetings of both the CWBA and the respective diversity bars, providing updates and reports to both organizations.

### Colorado Hispanic Bar Association (CHBA) Representative

#### **Key Responsibilities/Goals:**

Serve as liaison between the CHBA and CWBA; attend CWBA and CHBA board meetings; prepare board reports for both organizations. Identify ways to strengthen relationships and partnerships between the CHBA and CWBA; encourage CHBA members to become CWBA members and vice versa; create programming in which CHBA and CWBA can collaborate; share information on issues, events, and professional advancement; encourage both bar associations to promote and support each other's efforts.

#### **Time Commitment:**

- Approximately 3 to 8 hours, depending on current events and CHBA meeting months. Most months the time spent on both boards is 3 ½ hours.
- Currently, the CHBA Board meets every other month on a selected Saturday from 9:30 to 11:30 a.m. The CHBA Board year commitment is on a calendar year, while the CWBA board service year begins and ends each year at the Annual Meeting held at Convention (May to May). Consequently, there is overlap which provides additional opportunities for the outgoing and incoming representative to work together during both board transition periods.

#### **Past Leaders:**

- Hon. Teri Vasquez
- Hon. Mariana Vielma
- Kathryn Starnella
- Hon. Adam Espinosa

## Colorado LGBT Bar Association Representative

### **Key Responsibilities/Goals:**

Serve as liaison between the LGBT and CWBA; attend CWBA and LGBT board meetings; prepare board reports for both organizations. Identify ways to strengthen relationships and partnerships between the LGBT and CWBA; encourage LGBT members to become CWBA members and vice versa; create programming in which LGBT and CWBA can collaborate; share information on issues, events, and professional advancement; encourage both bar associations to promote and support each other's efforts.

### **Time Commitment:**

- Approximately 3 to 8 hours, depending on current events and LGBT meeting months. Most months the time spent on both boards is 3 ½ hours.
- Currently, the LGBT Board generally meets on the third Thursday of each month from 7:30 to 9:30 p.m. The LGBT Board year commitment is on a calendar year, while the CWBA board service year begins and ends each year at the Annual Meeting held at Convention (May to May). Consequently, there is overlap which provides additional opportunities for the outgoing and incoming representative to work together during both board transition periods.

### **Past Leaders:**

- Kyriaki "Kiki" Council
- Rachel Catt
- Jennifer Guzman

## Sam Cary Bar Association (SCBA) Representative

### Key Responsibilities/Goals:

Serve as liaison between the SCBA and CWBA; attend CWBA and SCBA board meetings; prepare board reports for both organizations. Identify ways to strengthen relationships and partnerships between the SCBA and CWBA; encourage SCBA members to become CWBA members and vice versa; create programming in which SCBA and CWBA can collaborate; share information on issues, events, and professional advancement; encourage both bar associations to promote and support each other's efforts.

### Time Commitment:

- Approximately 3 to 8 hours, depending on current events and SCBA and CWBA meetings. Most months the time spent on both boards is 4 hours.
- Currently, the SCBA General Body meets the second Wednesday of the month from 6-7 pm, hybrid, with summer months off (June-August). Additionally, the SCBA Executive Committee meets the last Tuesday of every month from 6-7 pm, virtually (The Exec. Committee does not have a summer hiatus). The SCBA Board year commitment is on a calendar year for 2022; however, beginning in September 2023 the new board year will run September 2023 to August 2024; there will be an interim board from January 2023 to August 2023. The CWBA board service year begins and ends each year at the Annual Meeting held at Convention (May to May). Consequently, there is a bit of overlap with the SCBA Executive Committee meetings which provides additional opportunities for the outgoing and incoming representative to work together during both board transition periods.

### Past Leaders:

- Allison Gambill
- Hon. Pax Moultrie

## Asian Pacific American Bar Association of Colorado (APABA) Representative

### **Key Responsibilities/Goals:**

Serve as liaison between the APABA and CWBA; attend CWBA and APABA board meetings; prepare board reports for both organizations. Identify ways to strengthen relationships and partnerships between the APABA and CWBA; encourage APABA members to become CWBA members and vice versa; share information on issues, events, and professional advancement; encourage both bar associations to promote and support each other's efforts.

### **Time Commitment:**

- Approximately 3 to 6 hours, depending on current events and APABA meeting months. Most months the time spent on both boards is 3 ½ hours.
- Currently, the APABA Board meets on the last Monday of the month from 5:30-6:30 pm. The APABA Board year commitment is on a calendar year, while the CWBA board service year begins and ends each year at the Annual Meeting held at Convention (May to May). Consequently, there is overlap which provides additional opportunities for the outgoing and incoming representative to work together during both board transition periods.

### **Past Leaders:**

- Sarah "Nicki" Cerasoli
- Deborah Yim
- Miko Brown

## South Asian Bar Association of Colorado (SABA-CO) Representative

### Key Responsibilities/Goals:

Serve as liaison between the SABA and CWBA; attend CWBA and SABA board meetings; prepare board reports for both organizations. Identify ways to strengthen relationships and partnerships between the SABA and CWBA; encourage SABA members to become CWBA members and vice versa; create programming in which SABA and CWBA can collaborate; share information on issues, events, and professional advancement; encourage both bar associations to promote and support each other's efforts.

### Time Commitment:

- Approximately 3 to 8 hours, depending on current events and APABA meeting months. Most months the time spent on both boards is 3 ½ hours.
- The SABA Board year commitment is on a calendar year, while the CWBA board service year begins and ends each year at the Annual Meeting held at Convention (May to May). Consequently, there is overlap which provides additional opportunities for the outgoing and incoming representative to work together during both board transition periods.

### Past Leaders:

- Harshwinder “Harshy” Kaur Badhesha
- Jyoti Pandya
- Niki Schwab