

2021-22 Steering Committee Report - Due 8/1/21

Please note: Early report submissions are greatly appreciated. If, by August 1st, your Community can only make a partial report, please do so.

This PDF is for reference only; it is not meant to be submitted. Please submit the online form [HERE](#).

Community *

Name of Individual completing and returning this form *

Email (Note: You must enter a valid email address. This is the email address that will be used for your form submission confirmation). *

I. Election Results

TERM LIMITS ON STEERING COMMITTEE CHAIRS, VICE CHAIRS AND COCHAIRS: No one may serve more than three consecutive terms as a steering committee chair, vice chair or cochair.

PLEASE FILL IN THE BLANKS FOR TWO COCHAIRS OR FOR A CHAIR AND A VICE CHAIR. FOR A DESCRIPTION OF ALL STEERING COMMITTEE ROLES AND RESPONSIBILITIES, [CLICK HERE](#).

Chair Structure *

Cochair

Cochair

Chair

Vice Chair

II. Appointments

(A) Positions which must be filled by steering committee members:

Steering committee member designated to receive public statements for steering committee review

Steering committee member serving as D.C. Practice Manual Coordinator

Steering committee member serving as nominating committee chair for 2022 Community Elections

WARNING: Cannot Run in 2022 Community Elections

(B) Positions which must be filled by a member of the Community. (These positions do not need to be filled by steering committee members, but may be)

D.C. Connect Virtual Communities Coordinator

Community Outreach Coordinator

“Lawyer to Lawyer” Coordinator

III. Program Subcommittees

TERM LIMITS ON PROGRAM SUBCOMMITTEE CHAIRS: No one may serve more than three consecutive terms as a program subcommittee chair, cochair or vice chair. After that, at least two years must elapse before one may again serve in any of these capacities on the same program subcommittee. (**Note: Please use full name as listed on their D.C. Bar member profile**).

**Subcommittee
name**

**Subcomm... chair, cochairs or
chair & vice chair(s)**

**Steering committee liaison (If
required*)**

**Subcommittee
name**

**Subcomm... chair, cochairs or
chair & vice chair(s)**

**Steering committee liaison (If
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**Steering committee liaison (If
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Subcommittee name	Subcomm... chair, cochairs or chair & vice chair(s)	Steering committee liaison (If required*)
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Subcommittee name	Subcomm... chair, cochairs or chair & vice chair(s)	Steering committee liaison (If required*)
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<input type="text"/>	<input type="text"/>	<input type="text"/>

IV. Additional matters

- A) On behalf of the steering committee, I confirm that each member has read, understood, and acknowledged the [Communities Anti-Harassment Policy](#). *
- B) On behalf of the steering committee, I confirm that each member has received and been encouraged to complete the anonymous [Leadership Diversity Questionnaire](#).* To view the questionnaire, copy and paste this link into a browser: bit.ly/3nWjdDw
- C) On behalf of the steering committee, I confirm that each member has reviewed and updated their contact information in their D.C. Bar Profile, which will be displayed publicly on the [Communities Leadership Page](#).* To view the leadership page, copy and paste this link into a browser: bit.ly/2PQwqRs
- D) Community membership benefit: As a benefit of community membership, for standard content-driven programs, members of a Community that sponsors a program will have free early-bird registration, IF that member preregisters using the D.C. Bar website. **Please Note: there are two types of membership for Communities: Standard Membership and Premium Membership.** Premium Membership allows members to register for free even after the early-bird registration period. Outside of the early-bird registration period, Standard Membership registrants will be charged a fee to register for a program. Register early and save! To learn more about the various benefits per membership type, visit dcbar.org/communities.
- E) Standard complimentary admission policy: Complimentary admission will be extended to judicial officers, speakers and two speaker guests. For off-site events, we will offer a limit of five complimentary admission to members of the hosting firm.

F) Steering Committee Meeting Schedule:

Please tell us when you will be meeting monthly.

Which week of each Month:

Which day of the week:

What is the date of your next steering committee meeting?

Steering committees are strongly encouraged to use D.C. Bar Communities meeting platforms for committee meetings. This allows us to stay informed about meeting times and timely communicate access information to participants. We will follow up with an Outlook invitation with access information included for upcoming meetings for the year.

Additional Comments

Communities Anti-Harassment Policy

Anti-Harassment Policy

This policy supplements the D.C. Bar's Anti-Harassment Policy for employees.

The D.C. Bar Communities Office takes reasonable measures to provide a safe environment for all volunteers and program participants. Each individual has the right to a professional atmosphere free of harassment. This policy covers individuals who participate in or attend Communities-sponsored activities, including, but not limited to, volunteers, consultants, contractors, vendors, suppliers, and visitors. This policy applies not only to events or activities in the D.C. Bar Building but also to offsite locations such as law firms, courthouses, government buildings, and other venues where D.C. Bar Communities sanctioned work, events, programs, or receptions take place.

Prohibited Conduct

The Bar does not tolerate workplace violence or harassment. D.C. Communities volunteers and program participants are prohibited from making threats or engaging in any form of violent activity.

The list below, while not inclusive, provides examples of prohibited conduct:

- Causing physical injury to, or engaging in unwanted touching of an employee's body;
- Making threatening remarks and/or verbally abusing others;
- Engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person, or subjects another individual to emotional distress;
- Intentionally damaging property of the Bar or one of its employees;
- Possessing a weapon while on Bar property or on Bar business;
- Committing acts that threaten, intimidate, or coerce an employee, volunteer, program participant, or a member of the public at any time, including off-duty periods where the employee is a representative of the Bar, and all acts of harassment.

The D.C. Bar Communities Office also recognizes that harassment may occur between people of the same sex and/or gender and does not distinguish between the sex and/or gender of the alleged abuser and victim when conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Reporting and Investigations

Any individual who believes they have been subjected to conduct that violates this policy should immediately report the incident to D.C. Bar HR director via D.C. Bar staff person (i.e. Director, Communities). Likewise, any individual who witnesses conduct that violates this policy should immediately contact a D.C. Bar staff person.

The Bar will investigate complaints and will maintain confidentiality during such investigations to the extent possible. The Bar may put reasonable interim measures in place while the investigation proceeds, such as removing the accused individual from the premises and/or requiring the individual to remain off premises or refrain from attending Communities events pending the outcome of an investigation. Program participants and volunteers determined to have engaged in prohibited conduct may be barred from attending current or future Communities programs, held either at the D.C. Bar Building or offsite locations, for a period of time as determined by the Bar. In addition, volunteer steering committee leaders who are determined to have engaged in prohibited conduct may be asked by the Bar President, CEO, or Director of Communities to resign their term immediately or at the end of the current year, per section E (8), pg. 6 of the *Communities Policies and Procedures*.

No Retaliation

The Bar does not allow retaliation of any kind, and no employee, program participants, or volunteers will be retaliated against for making a complaint or assisting with the investigation of a complaint. No employee, program participant, or volunteer may treat another employee, program participant, or volunteer adversely who reports harassment, assists in making a complaint, cooperates in an investigation, or files an administrative claim with the EEOC or a state governmental agency. All employees, program participants, or volunteers who experience or witness retaliatory conduct should report it immediately.

Acknowledgement

This acknowledges that I have read, understood, and agree to adhere by the D.C. Bar Communities Office's Harassment policy. I understand that if I have questions regarding the contents of this policy, I should ask the Staff Attorney for Member and Policy or Director of Communities for clarification.

Volunteer Signature

Date

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Community Steering Committee Position Descriptions

Overview

Every D.C. Bar Community will have a five-person steering committee, comprised of members with subject-matter expertise in the Community's practice area. The steering committee is responsible for planning and presenting the content for programs, hosting and attending receptions to represent the Community, and offering publications of professional interest to Community members. The steering committee also coordinates the Community's participation in an annual review and update of the *D.C. Practice Manual*, develops partnerships within the legal community and with other organizations and institutions serving the residents of the District of Columbia, and communicates to the public about matters within the Community's expertise.

Of the eight leadership positions listed below, the following must be filled by steering committee members: Chairs, Public Statement Designee, Practice Manual Coordinator, and Nominating Chair. Non-steering committee members of the Community at-large may serve as Community Outreach Coordinator, Lawyer to Lawyer Coordinator, and the Connect Coordinator.

Steering committee members must be an active member of the D.C. Bar and a member of the Communities in which they serve.

Descriptions

Chair

Leads the steering committee to achieve the Community's stated objective by overseeing the implementation of applicable programs/events and education about the offerings of the Community. Delegates and assigns tasks to steering committee and subcommittee members. Presides over steering committee meetings. Communicates with Communities staff on logistics and planning or delegates such tasks. Attends annual Connect Reception at Bar headquarters to promote upcoming Community events and network with members. Presides over a monthly planning meeting with the steering committee to facilitate the various objectives of the committee.

Vice-chair

Supports the Chair in leadership duties related to overseeing the steering committee and subcommittees. Assumes Chair's roles and responsibilities in the event the Chair is unable or unwilling. Attends annual Connect Reception at Bar headquarters to promote upcoming Community events and network with members.

Co-chairs

Act as dual leads within the steering committee. Manages all of the responsibilities outlined above for the Chair and Vice-chair.

Public Statement Designee

Responsible for leading the initiative to research, write, and submit public statements or amicus briefs on behalf of the Community, if necessary. Reviews statements and briefs proffered by other Communities and communicates with fellow steering committee members about whether to join as a cosponsor or issue opposition regarding the proposed document.

Practice Manual Coordinator

Coordinates the review and editing process of the Community's practice area section of the annual *D.C. Practice Manual*. Secures authors and reviewers as well as assists with the collection of publishing releases. Communicates with Bar staff to meet internal and external deadlines for publication.

Nominating Committee Chair

Recruits and evaluates potential steering committee nominees for the general election and special interim appointments. Works with Communities staff to determine nominee eligibility, diversity criteria, and other qualifications. Ensures timely steering committee feedback and involvement throughout the process.

Community Outreach Coordinator

Works to plan events and activities that enhance and serve the local D.C. community and/or legal community, other than pro bono services. Collaborates with other Communities, Bar staff, or outside organizations to support philanthropic goals and initiatives.

Lawyer to Lawyer Coordinator (formerly Lunch with a Lawyer)

Selects the date and confirms advising attorneys for the *Lawyer to Lawyer* sessions. Publicizes event to network and recruits interested attendees.

Connect Coordinator

Promotes usage of the virtual community, D.C. Connect. Manages communications threads. Responsible for ensuring there are weekly postings, including asking questions, sending out valuable content pieces and/or asking people to contribute to the discussion.

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