

## Section Executive Committee Appointment Application Instructions and Form

### INSTRUCTIONS

This application form can be filled out on your computer, and then printed for your signature and attachments (see instructions below). Alternatively, the document can be printed in its blank form and completed by hand (use a pen with dark ink).

**Section Executive Committee Applicants:** Appointment will be limited to one Section Executive Committee.

**Application requirements:** For information about requirements and vacancies in a Section Executive Committee, [contact the section](#). For all other inquiries, please feel free to contact [appointments@calawyers.org](mailto:appointments@calawyers.org).

**Participation of diverse members:** The California Lawyers Association's mission is *Promoting excellence, diversity and inclusion in the legal profession and fairness in the administration of justice and the rule of law*. CLA seeks diverse representation in all its entities. California Lawyers Association provides equal access to all applicants and complies with all applicable anti-discrimination laws in its appointment process.

**Questions:** This application is used for multiple purposes. As a result, please do not feel dissuaded if you are not able to answer all the questions posed. Please answer to the best of your ability. Our various entities are looking for a variety of experience and information. If the space provided is not sufficient for your response, please type "See Attached" and attach a separate page.

**Statement of Interest:** Your statement should **clearly state** why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment. Suggested areas for inclusion in the statement: (1) unique characteristics, perceptions, experiences, personal talents, or qualifications that you would bring to the committee; (2) leadership and/or communication skills that you possess that will lend to the activities of the committee; and (3) barriers, hardships or disadvantages you have experienced and/or overcome and how this experience will contribute to your service with the California Lawyers Association.

**Deadline:** March 1.

**Note:** This is a general application used for appointment to all CLA Sections, some questions may not be applicable or required for the volunteer role you seek. Please check the Section or CYLA website to see which portions are required and which are optional. Please complete the form to the extent applicable. Answers left blank will not preclude you from being considered.

## Section Executive Committee Appointment Application Instructions and Form

### Filing INSTRUCTIONS

- **Order: Please attach your application, resume, and letter(s) of recommendation in the following order:**
  1. Application form; signed and dated.
  2. Resume or biography (5 pages maximum)
  3. Letter(s) of recommendation (not required, 3 letters maximum)
- **Submitting Application:** Submit one (1) single-sided copy of the application form and the attachments; in the order noted above.
- **Resume/Biography:** Your resume or biography may include any of the following: business, occupational or professional licenses; legal and general educational background; academic, professional or civic honors; articles or publications authored (do not attach copies); accomplishments of note; proven commitment to volunteer work/capacity to make expected time commitment; national, state and/or local bar committee service, professional and/or community association memberships, personal and/or organizational references.
- **Letters of Recommendations (maximum three):** A letter of recommendation is helpful but not required for Section Executive Committee appointments. If letters are being submitted, they must be submitted with the application.
- **Applications must be received by the deadline and must be signed and dated.** Signatures may be via pen or official digital signature, such as through Adobe Pro, but typed “/s/” signatures will not be accepted.

### MAIL OR EMAIL COMMITTEE APPLICATION TO (if submitted electronically, do not mail hard copy):

Appointments  
California Lawyers Association  
400 Capitol Mall, Suite 650  
Sacramento, CA 95814  
[appointments@calawyers.org](mailto:appointments@calawyers.org)

If you have any questions about our process, please contact [appointments@calawyers.org](mailto:appointments@calawyers.org).

**Your application is confidential.** You will be notified by email of the decision on your application no later than **August 19, for Section Executive Committee**. Your notification will be sent via email to your email address on the application. Terms for most committees begin at the close of the CLA Annual Meeting.

# Section Executive Committee Appointment Application Instructions and Form

Office Use Only—Processed: \_\_\_\_\_

**Instructions.** Fill out on your computer using the fillable text boxes or complete by hand using a pen with dark ink. Print a copy of the completed application. Date and sign the application. Attach: (1) resume or biography (five pages maximum), and (2) any letters of recommendation (maximum three). Follow filing instructions at the beginning of this form.

Name: \_\_\_\_\_ State Bar Number: \_\_\_\_\_

**CHECK HERE IF YOU ARE NOT ADMITTED TO PRACTICE LAW IN CALIFORNIA.**

If you are not a lawyer and/or not admitted to practice law in California, some Sections permit you to serve on their Executive Committee as a member. Some committees require members to be non-lawyers. Please review the committee descriptions at the CLA's website for requirements. If appointed, your address information may be published on the CLA's website.

---

## SECTION EXECUTIVE COMMITTEE APPOINTMENT SOUGHT

Select ONE Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> Antitrust and Unfair Competition Law   | <input type="checkbox"/> Litigation            |
| <input type="checkbox"/> Business Law                           | <input type="checkbox"/> New Lawyers           |
| <input type="checkbox"/> Criminal Law                           | <input type="checkbox"/> Privacy Law           |
| <input type="checkbox"/> Environmental Law                      | <input type="checkbox"/> Public Law            |
| <input type="checkbox"/> Family Law                             | <input type="checkbox"/> Real Property         |
| <input type="checkbox"/> Intellectual Property Law              | <input type="checkbox"/> Solo and Small Firm   |
| <input type="checkbox"/> International Law and Immigration      | <input type="checkbox"/> Taxation              |
| <input type="checkbox"/> Labor and Employment Law               | <input type="checkbox"/> Trusts and Estates    |
| <input type="checkbox"/> Law Practice Management and Technology | <input type="checkbox"/> Workers' Compensation |

## **Section Executive Committee Appointment Application Instructions and Form**

**EMPLOYER/FIRM/AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**STATEMENT OF INTEREST.** Please state why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment.

---

---

---

---

---

---

---

---

**EXPERIENCE.** Please describe any previous work or experience you may have had with the committee or with comparable committees in entities outside of CLA.

---

---

---

---

---

## **Section Executive Committee Appointment Application Instructions and Form**

**VOLUNTEER SERVICE.** Please list prior volunteer service with the State bar, local or specialty bar associations, community, or other organizations. Please focus on any leadership role and/or activities that prepared you for a position to the committee appointment sought.

---

---

---

---

**ADDITIONAL BACKGROUND.** Please describe any additional background you would like to share that is relevant to your appointment to the committee, including but not limited to how you can contribute to the diversity of the CLA's committees.

---

---

---

---

---

---

**CONTRIBUTIONS TO DIVERSITY.** Please submit a personal statement on your contributions to diversity, regardless of personal characteristics. The purpose of the statement is to identify candidates who have the professional skills, experience, and/or willingness to engage in activities that will advance CLA's diversity, equity, and inclusion goals.

---

---

---

---

---

---

## Section Executive Committee Appointment Application Instructions and Form

### DIVERSITY

Given CLA's commitment to diversity and inclusion, all applicants are requested to provide the following information to help CLA meet its diversity goals. Please check all that apply.

#### Gender, Gender Identity and Gender Expression:

- Male
- Female
- Non-binary/Non-conforming/Gender Variant
- Other
- Prefer Not to Answer

#### LGBTQIA:

Do you identify as LGBTQIA?

- Yes
- No

**Race/Ethnicity/National Origin/Ancestry:** Please check all that apply:

- Hispanic/LatinX
- White or Caucasian
- Black or African American
- Asian, Native Hawaiian or Pacific Islander
- American Indian or Native Alaskan
- Middle Eastern/North African
- Multiracial \_\_\_\_\_

**Person with a Disability:** Are you a person with a physical or mental disability?

- Yes
- No
- Prefer Not to Answer

**Veteran:** Have you served in the military?

- Yes
- No
- Prefer Not to Answer

#### Applicant Age:

- 20-30
- 31-45
- 46-55
- 56-65
- 66+

# Section Executive Committee Appointment Application Instructions and Form

**Other Diversity Factors not listed above:**

---

---

---

---

## Section Executive Committee Appointment Application Instructions and Form

**PLEASE LIST FIELDS IN WHICH YOU PRACTICE:**

\_\_\_\_\_

\_\_\_\_\_

**WHICH ONE OF THE FOLLOWING BEST DESCRIBES YOUR PRACTICE SETTINGS?**

- |   |   |
|---|---|
| <input type="checkbox"/> Private Practice         | <input type="checkbox"/> Non-governmental legal services organization |
| <input type="checkbox"/> Publicly employed lawyer | <input type="checkbox"/> Non-profit organization                      |
| <input type="checkbox"/> Corporate law department | <input type="checkbox"/> Retired justice or judge                     |
| <input type="checkbox"/> Law teaching             | <input type="checkbox"/> Retired lawyer                               |
| <input type="checkbox"/> Quasi-judicial officer   | <input type="checkbox"/> Other: _____                                 |

**LENGTH OF TIME IN PRACTICE:** \_\_\_\_\_

If not a lawyer, list length of time in profession: \_\_\_\_\_

**DATE ADMITTED TO THE STATE BAR OF CALIFORNIA** (month and year): \_\_\_\_\_

I am currently  Active  Inactive

Other jurisdiction(s) to which you have been admitted to practice: \_\_\_\_\_

**WHAT IS THE SIZE OF YOUR OFFICE?**

- |  |   |
|--|---|
| <input type="checkbox"/> Sole practitioner   | <input type="checkbox"/> 36-100 lawyer office |
| <input type="checkbox"/> 2-10 lawyer office  | <input type="checkbox"/> 101+ lawyer office   |
| <input type="checkbox"/> 11-35 lawyer office | <input type="checkbox"/> Not applicable       |

\_\_\_\_\_



## Section Executive Committee Appointment Application Instructions and Form

**CALIFORNIA LAWYERS ASSOCIATION SECTIONS.** Please list the CLA sections of which you are a member (*all applicants to a section's executive committee must be a member of that section*).

---

---

---

---

---

---

---

**HOW DID YOU LEARN ABOUT THIS VACANCY?** (*check all that apply; specify if requested*)

- |   |  |
|---|--|
| <input type="checkbox"/> Local bar association          | <input type="checkbox"/> Board of Representatives ( <i>name</i> ): _____ |
| <input type="checkbox"/> CLA publication or CLA website | <input type="checkbox"/> Committee Chair ( <i>name</i> ): _____          |
| <input type="checkbox"/> Colleague                      | <input type="checkbox"/> Other ( <i>specify</i> ): _____                 |

**DISCIPLINE RECORD.** Have you ever been the subject of any licensing agency discipline? If Yes, please attach detailed information.

- Yes    No

## Section Executive Committee Appointment Application Instructions and Form

**SIGNATURE:** Sign and date your application.

**Signature:** \_\_\_\_\_  
(Signatures may be via pen or official digital signature; typed “/s/” signatures will not be accepted).

**Date:** \_\_\_\_\_

**DEADLINE:** March 1

**CODE OF CONDUCT:** CLA expects all members to observe and promote the highest standards of ethical and professional behavior, including faithfully abiding by the laws, regulations, and rules applicable to the member’s profession. Additionally, we expect the CLA Board of Representatives, CLA Corporate Officers, Section Officers, Section Executive Committee members, Section Advisors, and other Section volunteers (collectively, “Volunteers”) to demonstrate ethical conduct by acting in the manner described in this Code of Conduct. **View the CLA code of Conduct here:** <https://calawyers.org/cla/leadership/leadership-resources/code-of-conduct/>

### APPLICATION CHECKLIST

- Application form with all questions completed.
- Resume or biography (5 pages maximum).
- Letters of recommendation (maximum three). A letter of recommendation is helpful but not required. If letters are being submitted, they **must** be submitted with the application.
- Sign and date application and follow the application filing instructions. Your application is confidential.
- If you apply electronically (e-mail), please do not mail a hard copy.