

Check List for Seeking Appointments

IDENTIFY the potential committees, boards, etc.

- check the State Bar website for listing of sections, committees, etc.
- scan the Bar Journal for information about openings
- ask colleagues about possible future openings

RESEARCH the work of the committee, etc.

- learn as much as possible about the role of the committee, board, etc.
- review the mission statement, work plan, etc.
- interview those who serve or have served on the committee, etc.

DETERMINE the time and cost commitment

- read any published information about the time/cost commitment
- ask those who have served to honestly assess the time/cost
- inquire whether co-workers are supportive of your commitment
- inquire whether family is supportive of your commitment
- make SURE you are able to fulfill the commitment

CONSIDER what attributes you bring to the position

- what are your unique skills and how might they benefit the board, committee, etc.?
- what in your life and career experience can serve as an asset?

EVALUATE priorities in seeking appointment

- why do you want to serve?
- how will service further adherence to your core values?
- how will service enhance your day-to-day work?
- how will service impact your long-term goals?
- narrow applications to no more than two boards, committees, etc.

IDENTIFY persons who can write letters of recommendation (no more than three letters)

- ask those who really know you relative to the work of the committee, board, etc. and can write authentic letters
- give ample time to those from whom you are requesting letters

PREPARE the application packet

- type the application (use the WORD version on the State Bar website) -- Make sure the application packet is in order, complete and professional looking

- tailor/focus each application to the particular position sought – if applying to more than one Entity, submit a separate application packet for each entity
- include cover letter briefly explaining interest and listing enclosures

TIMELY SUBMIT the application packet

- make sure the completed application and all supporting letters, etc. are submitted on time
- confirm receipt of the packet