PLLIP-SIS SPEAKER MENTORING COMMITTEE PROCEDURES

Sept. 2022

OUTLINE

Table of Contents

- Committees
- Objective
- Mission Statement
- Purpose
- Committee Structure
- Timeframe
- Matching Mentors/Mentees
- Annual Projects
- Marketing Objectives/Promotions
- Outcomes
- Evaluations

INVOLVED COMMITTEES

- AALL Leadership Development Committee
- PLLIP-SIS Education for the Annual Meeting Committee
- Annual Meeting Program Committee (EMPC)
- PLLIP-SIS Communications

OBJECTIVE

In 2021 the PLLIP-SIS Executive Board discovered there was a need to find new speakers within the AALL organization, and to mentor speakers to enhance the delivery of information skills for education sessions during the AALL annual meeting, and to aid the PLLIP’s Education Committee in developing proposals and identifying speakers.

Currently, the AALL Leadership Development Committee supports the submission of program proposals and creation of such programs for the annual meeting. PLLIP members see the mentoring of speakers as a great opportunity to coach potential individuals and collaborate with the Education Committee and Leadership Development Committee, not only for participation in the AALL annual meeting, but for any
speaking engagement such as webinars, local and regional AAL meetings, internal business meetings, and outside associations.

MISSION STATEMENT

To create a mentoring and speaking committee within AALL for members to learn how to present, speak and coordinate meetings, webinars, internal meetings, in all applicable settings. In this endeavor, we will enhance the career opportunities for members, and potential members, and highlight their skill sets.

PURPOSE

The membership program encourages our community to provide opportunities for our association members to enhance their speaking and presentation skills from a variety of types of organizations by:

- Communicating with experienced presenters in the profession
- Learn when/how to present relative information within our organization to highlight your position and contributions to your organization
- Interact and network with other possible presenters who can share their skills
- Experience the practical application of presentations and speaking theories

COMMITTEE STRUCTURE

The core group should consist of up to ten (10) AALL volunteer members including the Chair, and Chair of PLLIP-SIS as the Board Liaison. The chair is appointed by the PLLIP President. It is recommended that the members be from the private law firm special section of AALL and have a background in speaking at multiple events. The committee shall remain active until such time the entity is no longer needed or can move into a role as an advisor to other committees.

TIMEFRAME

The committee should meet regularly to discuss and review projects, processes and progress, and mentors/mentees strategies. The meetings will also assess where modifications may need to be made as the program is launched, and quarterly updates to written documentations.
MATCHING MENTEES/MENTORS

Matching Criteria/Considerations

- Same vertical segment (such as law firm, academic, public law, corporation, vendor)
- Time frame
- Time availability
- Personal preference
- Synergy/Expectations
- Technology experience
- Geography

Mentees/Mentors

- Short bio
- Application
- Sample presentations-Mentors
- Timeline
- Identify tasks
- Review process and approach progress
- Validation

ANNUAL PROJECTS

- Short-Term Pilots
- Pre-Conference Workshops
- Coffee Chats
- Conference Sessions
- Toolkits
- Mentee/Mentors Get-Togethers (onsite or virtual)
MARKETING OBJECTIVES/PROMOTIONS

- AALL Website/PLLIP Webpages
- Poster Sessions
- Proposal/Professional Blogs
- Pre-Conference Workshops/Webinars
- Toolkit
- Grants
- Communicate with Chapter Leaders
- Creating/Assisting with LinkedIn Profiles

OUTCOMES

To provide education and accessible resources for individuals to gain more skills in speaking and presenting to a variety of types of audiences. The focus is on creating effective experienced speakers and helping to enhance an individual’s career and exposure in the industry.

EVALUATIONS

Post-mentee/mentor surveys will be created to determine the success of both, and to help committee members learn from the total experience. This will be a key learning tool for the committee.