

ADVOCATES

at

UNIVERSITY of HOUSTON | LAW CENTER

2021-2022 Board of Advocates Position Descriptions

Members of the Board of Advocates are eligible to register for LAW5113 Advocates (1 credit hour) or LAW6236 Advocates (2 credit hours). Students are recommended to verify degree plan conformity with an academic advisor.

2020-2021 Board of Advocates

Executive Officer Board

Chelsea Klumpp
Executive Chair
ccklumpp@central.uh.edu

Trey Gifford
Vice Chair for Finance
gegiffor@central.uh.edu

Joe Holloway
Vice Chair for Public Relations
jahollow@central.uh.edu

Janie Rios
Vice Chair for Membership
jrios8@central.uh.edu

Lakshmi Achari
Special Events Chair
lachari@central.uh.edu

Juliana Ganim
Fundraising Chair
jmganim2@central.uh.edu

Patricia Dillon McDade
Technology Chair
padillon@central.uh.edu

Board of Directors

Paul Pirela
Director, Blakely-Butler Moot
Competition

Lama Zakzok
Director, Tom Newhouse Mediation
Competition

Amanda Blons
Director, Hippard Open Mock Trial
Competition

Youssef Abdelhafiz
Director, Hippard Novice Mock
Trial Competition

Emma Brockway
Director, John Black Moot Court
Competition

Adrianna Langemeier
Director, Lorange-Thompson
Negotiation and Contract Drafting
Competition

Executive Chair

The Executive Chair assumes final responsibility for the overall operation of the Advocates program and the Board of Advocates. The Executive Chair is responsible for ensuring that the Board of Advocates functions in accordance with the Constitution and By-Laws and relevant administrative requirements. Each Board Member reports regularly and directly to the Executive Chair. The Executive Chair also serves as the Board's liaison with the Administration and the Faculty in order to maintain the Administration's confidence and support in the organization, as well as to coordinate with the appropriate Administrator when necessary to resolve issues or concerns of Board Members or relating to Advocates activities.

Vice Chair for Finance

The Vice Chair for Finance is responsible for the day to day organization of the Advocates' financial affairs. The Vice Chair for Finance prepares an individual budget for each competition or event that the Board of Advocates sponsors and is responsible for ensuring that any fees collected will be handled and accounted for subject to all relevant UHLC and UH accounting procedures. The Vice Chair for Finance keeps their signature on file at the bank where the Advocates maintain its account. *Relevant finance or accounting experience preferred but not required.*

Vice Chair for Public Relations

The Vice Chair for Public Relations is responsible for disseminating information about the Advocates organization and its activities. The Vice Chair for Public Relations is also responsible for maintaining all Advocates social media accounts, publicizing the results of all competitions, and producing Advocates-related promotional materials. The Executive Chair may assign further tasks to the Vice Chair for Public Relations at the Executive Chair's sole discretion. *Relevant marketing or graphic design experience preferred but not required.*

Vice Chair for Membership

The Vice Chair for Membership is responsible for actively recruiting new Advocates members. Accordingly, the Vice Chair for Membership maintains the Advocates Membership records, including information related to the payment of dues and Advocates Alumni, and verifies membership status as necessary. The Vice Chair for Membership also coordinates and maintains records as to the support Associate Board Members provide to Advocates activities. The Executive Chair may assign further tasks to the Vice Chair for Membership at the Executive Chair's sole discretion.

Special Events Chair

The Special Events Chair is responsible for planning and executing Advocates events other than competitions. Such events include an annual Alumni event each fall, the annual Advocates Banquet sponsored each spring in conjunction with the Blakely Advocacy Institute, and other social events for Advocates members during the year as determined by the Executive Officer Board. The Special Events Chair also coordinates the ordering of all Advocates plaques and awards, including those related to competitions.

Fundraising Chair

The Fundraising Chair is responsible for soliciting donations and hosting events to raise money for the Advocates. Fundraising events may vary by year, as approved by the Executive Officer Board. The Fundraising Chair also coordinates with Directors in order recruit judges who assess the performance of competitors, as relevant and appropriate for each competition. Accordingly, the Fundraising Chair maintains the Judge Database for the Board of Advocates and updates it at least once a year. *Relevant fundraising experience preferred but not required.*

Technology Chair

The Technology Chair is responsible for supporting the technological requirements necessary for the conduct of Advocates activities and operations, including competitions and maintaining the Advocates website. The Technology Chair advises the Executive Officer Board on technological solutions that promote efficiency and efficacy, implements technology strategies, and ensures technological resources are aligned with the Directors' needs. The Technology Chair also serves as the Board's liaison to UHLC's IT Department, which includes maintaining and updating the Advocates website. *Relevant computer science experience preferred but not required.*

Directors

Each Director is responsible for running one of the Advocates' currently six annual intramural competitions. Such responsibilities include coordinating with the Executive Officer Board; planning the competition schedule, drafting fact patterns and other necessary materials, and conducting all preparatory learning sessions; executing all competition activities; verifying competitor eligibility for academic credit; and producing and maintaining all competition-related records and reports. See <http://www.law.uh.edu/organizations/advocates/competitions.asp> for competition descriptions.

Associate Board Members

Each of the Advocates' 15 Associate Board Members is responsible for assisting in all Advocates activities and operations. Associate Board Members attend Advocates meetings and events, assist Directors in the conduct of competitions, perform tasks for Executive Officers as required, and staff the Advocates office. Associate Board Members may be assigned further tasks at the discretion of the Executive Chair and in furtherance of the Advocates' organizational objectives, not to exceed 50 hours of service per credit hour as an Associate Board Member.