

2012-2013 PILF Board

Responsibilities

All board members must:

- Attend board meetings (approximately once a month)
- Support the events planned by fellow board members by attending or assisting in planning as requested
- Tabling for PILF activities (i.e. bake sales, Pro Bono week activities, Trivia Night registration)
- Participate in auction-related activities, including, but not limited to:
 - Distributing auction invitation postcards to professors
 - Assisting auction coordinators with various tasks as requested (i.e. stuffing display sheets into plastic stands, calling potential donors)
 - Night before/Day of set up

The position descriptions are listed below. If elected, you may also choose to work with the Co-Chairs to take on additional responsibilities not listed.

Public Relations Chair

The Public Relations Chair is responsible for representing PILF's mission and vision to USF's student body, faculty, and administration. He/she is also responsible for the external communications concerning PILF. This chair works with different news media outlets to promote PILF events to the SF Bay Area community. Events that the Public Relations Chair is responsible for promoting during the year include, but are not limited to the Annual Auction, service events, Trivia Night, and panels/professional development events. This person is also responsible for creating various signage for the auction and the auction program. The Public Relations Chair will preferably have some background in media relations and public speaking.

Events Chair

The Events Chair is responsible for organizing all social and community outreach events. This includes organizing the after party following the Auction, PILF bar nights, monthly community service events, and a career-related panel during National Pro Bono week in coordination with OCP. All of these activities require coordination and a joint effort with other student groups and professional organizations.

Treasurer

The Treasurer is in charge of PILF's finances. Responsibilities include managing PILF's cash box, handling reimbursements, organizing bake sales, and purchasing food for PILF meetings/events. The position requires organizing a budget for SBA funding requests and attending any SBA mandated trainings. The Treasurer must be capable of responding promptly to Co-Chair requests as issues may be time sensitive.

2L and 3L Class Representatives

The 2L and 3L Class Representatives keep their respective classes informed about PILF-related events. This includes writing announcements on chalkboards, encouraging fellow students to attend PILF events, and being a point of contact for classmates and their questions regarding PILF summer grant volunteer opportunities and the PILF grant application. An individual pursuing this position should be energetic, personable, and capable of encouraging, as well as producing, turnout at PILF events. Class Representatives help the Events Chair to coordinate volunteer activities and plan the Spring Trivia Night fundraiser, as needed.

Web & New Media Chair

The Web & New Media Chair updates and maintains PILF's website, announcement lists, and social media accounts. This person must be responsive to requests by fellow board members, as many things that must be publicized via these channels are extremely time sensitive.