For the FY 2020-21 bar year, President-Elect Patricia Lee Refo will make appointments to fill vacancies on ABA Standing and Special Committees, Commissions, Working Groups, Task Forces, and other ABA entities. She will be assisted by an Appointments Committee, chaired by Randall Noel.

In furtherance of ABA Goal III, the Diversity and Inclusion Center is seeking to help strengthen diversity and inclusion in ABA leadership. For presidential appointments, it accomplishes this goal by creating a diverse presidential nominee list that it will support and share with the Appointments Committee.

We respectfully request that the Chair or Diversity Chair from every Section, Division, and Forum please assist with this important initiative by:

1. **Identifying and encouraging ABA members from diverse backgrounds within their respective entities to self-nominate for a presidential appointment.** We also recommend that each entity consider submitting a separate nomination in support of the appointment.

   The online nomination application process began on December 30, 2019 and the submission deadline is February 21, 2020. To submit a nomination or for detailed instructions please click [here](#). For questions regarding the online application, please contact Danielle Norwood, ABA Office of the President, at Danielle.Norwood@americanbar.org.

2. **Once identified, requesting that diverse nominees also provide their names, demographic and other relevant information via the following confidential online form:** Goal III Presidential Appointments Form. As indicated earlier, the Diversity and Inclusion Center will include this information on a diverse presidential nominee list that it will support and share with the Appointments Committee.

   The Diversity and Inclusion Center has included (below) recommendations and a communications template that can be adapted to engage entity membership on this initiative.

Thank you in advance for your assistance, and please don’t hesitate to reach out to us with any questions.
Recommendations and Template for Member Communication

General Recommendations

• Along with email, consider encouraging diverse members to apply for a presidential appointment through other communication methods (e.g. an entity newsletter, website, online community, etc.).

• Consider incorporating into your communications testimonials from current or past presidential appointees espousing the benefits and value of applying for an appointment.

• Explain to members that sharing their demographic information helps to advance ABA Goal III, which is to eliminate bias and enhance diversity and inclusion in the Association and legal profession. In addition, you should indicate that sharing this information is voluntary, will be kept confidential, and will never be included in membership directories or registration lists, or otherwise be shared publicly. Please see the Member Communication Template below for full disclaimer language.

Member Communication Template

Dear [Insert Entity Name] members:

ABA President-Elect Patricia Lee Refo will soon be making appointments to various ABA Standing and Special Committees, Commissions, Working Groups, Task Forces, and other ABA entities for the FY 2020-21 bar year. We urge all our members to consider nominating themselves and others for a presidential appointment. In furtherance of ABA Goal III and in partnership with the ABA Diversity and Inclusion Center, we particularly encourage our members from diverse backgrounds to consider applying for a presidential appointment. If you are interested, here are three steps to follow:

Step 1: Apply for an appointment. The online nomination application process began on December 30, 2019 and the submission deadline is February 21, 2020. To submit a nomination or for detailed instructions please click here. Any questions about the application process, can be sent to Danielle.Norwood@americanbar.org.

Step 2: Take 2 minutes to voluntarily complete the following Goal III Presidential Appointments Form. The form collects information (e.g. your name, demographic information etc.) that the Diversity and Inclusion Center will include on a diverse presidential nominee list that it will support and share with the Appointments Committee to strengthen your nomination. Any questions about the Goal III Presidential Appointments Form can be sent to Safaya.Fawzi@americanbar.org.

Providing the requested demographic information is voluntary and, per ABA’s Privacy Policy, is deemed “sensitive personally identifiable information” that will not be included in membership directories or registration lists, or otherwise be shared publicly. It will only be shared with the ABA Appointments Committee to help facilitate increased diversity and inclusion for FY 2020-21 Presidential Appointments.

Step 3: Send us an electronic copy of your nomination form. Please email the nomination form to [Insert recipient] by [Insert date]. The [Insert name of Chair, Nominating Cmte etc.] will review and determine whether to issue a letter or nomination in support.

Thank you very much for your attention and assistance with this important initiative.

Sincerely, [Insert Chair/Staff Name etc.]