



**NORTHEAST**  
**BLACK LAW STUDENTS ASSOCIATION**  
**Vacant Positions Packet**

# OVERVIEW

Any member of a 2023-2024 active NEBSA chapter<sup>1</sup> or an individual identified as a member-at-large<sup>2</sup> may run for office. All positions begin on April 1<sup>st</sup>, 2024 and end March 31<sup>st</sup>, 2025.

Regional Elected Positions	Regional Appointed Positions
Chair – Akia S. Callum	Director of Corporate Engagement
Vice Chair – Christian Lee	Director of Membership Operations
Treasurer – Joel Wesonga	Director of Alumni Relations
Attorney General – Faye Golden	Director of Pre-Law Affairs
Secretary	Director of Career and Professional Development
Director of Moot Court Competitions	Chief of Staff
Director of Mock Trial Competitions	Parliamentarian
Director of Community Outreach – Kimberley Williams	Convention Coordinator
Director of Programming and Events	Director of Communications
Upstate NY Sub-Regional Director – Tniya Reed	Director of Social Action
NY Metro Sub-Regional Director – Camerian Williams	Historian
Connecticut Sub-Regional Director	Director of Health & Wellness
Combined Northern New England Sub-Regional Director – Merissa Spaulding	Director of Gender Diverse, LGBTQ+
New Jersey Sub-Regional Director – Claudia Theagene	Disability Advocate

1. Elected Board Positions:
  - a. If a member is interested in a board position, they will need to have this application completed with all relevant materials and sent to the NEBSA Chair at [nebsa@nebsa.org](mailto:nebsa@nebsa.org). Applications will be reviewed on a rolling basis until all positions are filled.
  
2. Appointed Board Positions:
  - a. The newly elected NEBSA Regional Chair will send a call for applications for the remaining appointed board positions. Please note that elected board positions that are vacant following the regional convention will automatically become appointed board positions.
  - b. A member who is interested in any vacant board position will need to submit a completed application along with the relevant materials.
  - c. The newly elected Regional Chair will then conduct an interview and forward a nomination to the newly elected 2024-2025 NEBSA Regional Board for confirmation.

<sup>1</sup> An active chapter is a chapter who has paid membership dues and uploaded a membership roster to the NEBSA Membership database. In order to be considered a member of a chapter, your name must be included in the chapter's membership roster.

<sup>2</sup>A member-at-large is an individual who has no chapter affiliation, but is still currently a dues paying member within the NEBSA membership database.

To learn more about the duties of each elected position, please refer to the NEBSA Constitution and Bylaws located at [www.nebsa.com](http://www.nebsa.com). You may also reach out to the current board member occupying the position you are interested in. Please see below for their contact information:

<b>Position</b>	<b>Name</b>	<b>Email</b>
<b>2023-24 ELECTED POSITIONS</b>		
Chair	Fontaine Chambers	<a href="mailto:northeast@nbsa.org">northeast@nbsa.org</a>
Vice Chair	Brianna Gordon	<a href="mailto:nebsa.vicechair@nbsa.org">nebsa.vicechair@nbsa.org</a>
Treasurer	Lawrence Wint	<a href="mailto:nebsa.treasurer@nbsa.org">nebsa.treasurer@nbsa.org</a>
Attorney General	Rebeca Lafond	<a href="mailto:nebsa.ag@nbsa.org">nebsa.ag@nbsa.org</a>
Secretary	Janelle Williams	<a href="mailto:nebsa.secretary@nbsa.org">nebsa.secretary@nbsa.org</a>
Director of Moot Court Competitions	Keishia Dormena	<a href="mailto:nebsa.mootcourt@nbsa.org">nebsa.mootcourt@nbsa.org</a>
Director of Mock Trial Competitions	Janette Nweme-Singley	<a href="mailto:nebsa.mocktrial@nbsa.org">nebsa.mocktrial@nbsa.org</a>
Director of Community Service	Kimberly Williams	<a href="mailto:nebsa.service@nbsa.org">nebsa.service@nbsa.org</a>
Upstate NY Sub-Regional Director	Jasmine Geyen	<a href="mailto:nebsa.upstatenv@nbsa.org">nebsa.upstatenv@nbsa.org</a>
NY Metro Sub-Regional Director	Lisaann London	<a href="mailto:nebsa.nymetro@nbsa.org">nebsa.nymetro@nbsa.org</a>
Connecticut Sub-Regional Director	Ce'Ondra Ellison	<a href="mailto:nebsa.ct@nbsa.org">nebsa.ct@nbsa.org</a>
Combined Northern New England Sub-Regional Director	Melissa Niles	<a href="mailto:nebsa.cenne@nbsa.org">nebsa.cenne@nbsa.org</a>
New Jersey Sub-Regional Director	Sheryl Osakue	<a href="mailto:Nebsa.nj@nbsa.org">Nebsa.nj@nbsa.org</a>
<b>2023-24 APPOINTED POSITIONS</b>		
Director of Corporate Relations	Takunda Muziwi	<a href="mailto:nebsa.corporate@nbsa.org">nebsa.corporate@nbsa.org</a>
Co-Director of Corporate Relations	Camerian Williams	<a href="mailto:nebsa.corporatespecialist1@nbsa.org">nebsa.corporatespecialist1@nbsa.org</a>
Director of Membership	Tyla Phillip	<a href="mailto:nebsa.membership@nbsa.org">nebsa.membership@nbsa.org</a>
Director of Alumni Relations	Kayla Towler	<a href="mailto:nebsa.alumni@nbsa.org">nebsa.alumni@nbsa.org</a>
Director of Pre-Law Affairs	Hadiyah Cummings	<a href="mailto:nebsa.prelaw@nbsa.org">nebsa.prelaw@nbsa.org</a>
Director of Career and Professional Development	Nyah Robertson	<a href="mailto:nebsa.jobfair@nbsa.org">nebsa.jobfair@nbsa.org</a>
Chief of Staff	Christian Lee	<a href="mailto:nebsa.chiefstaff@nbsa.org">nebsa.chiefstaff@nbsa.org</a>
Parliamentarian	Freddy Davis	<a href="mailto:nebsa.parliamentarian@nbsa.org">nebsa.parliamentarian@nbsa.org</a>
Convention Coordinator	Lia Lewis	<a href="mailto:nebsa.convention@nbsa.org">nebsa.convention@nbsa.org</a>
Director of Communications	Akia S. Callum	<a href="mailto:nebsa.communication@nbsa.org">nebsa.communication@nbsa.org</a>
Director of Social Action	Jonte' Mckenzie	<a href="mailto:nebsa.socialaction@nbsa.org">nebsa.socialaction@nbsa.org</a>
Historian	Tniya Reed	<a href="mailto:nebsa.historian@nbsa.org">nebsa.historian@nbsa.org</a>
Director of Health and Wellness	Kamani Cook-Christian	<a href="mailto:nebsa.health@nbsa.org">nebsa.health@nbsa.org</a>
Disability Advocate	Erica Blue	<a href="mailto:nebsa.disability@nbsa.org">nebsa.disability@nbsa.org</a>
Director of Gender Diverse, LGBTQIA2S+, Inclusion	Rashelle Jackson	<a href="mailto:nebsa.gender@nbsa.org">nebsa.gender@nbsa.org</a>

# **DESCRIPTION OF REGIONAL POSITIONS**

## **Chair**

- Exercise general executive authority over the business and activities of his/her respective Region with the appropriate deference to the National Executive Board and the National Chair;
- Disseminate National and Regional information throughout his/her Region;
- Ensure the implementation of nationally mandated projects, in accordance with Article XIV of the Constitution, on a Regional level, including conducting a community service project at their respective Regional Conventions;
- Ensure the receipt of funds from the National Executive Board and/or other sources in order to finance Regional programs and operations;
- Organize Regional Conventions pursuant to Article III, Section III of these Bylaws;
- Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and Produce an official transition report at the close of the term of office.

## **Vice Chair**

- Exercise general executive authority over the business and activities of NEBLSA, and chair all functions in the event of the incapacity or absence of the National Chair;
- Evaluate Regional projects, programs, and initiatives proposed by National Executive Board members;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and Produce an official transition report at the close of the term of office.

## **Treasurer**

- Handle all funds and securities of NEBLSA and ensure that they are deposited in such facility, and in such a manner, as the National Executive Board may designate;
- Assure that entries are regularly made in the financial records, accounting for all funds received and disbursed by NEBLSA;
- Submit the financial records of NEBLSA to a Certified Public Accountant;
- Determine, together with the other Regional officers, the allocation of the NEBLSA financial resources to allow for a steady cash flow;
- Provide financial reports at each Regional Executive Board meeting including all expenses and deposits into the Regional Account;
- Design, implement, and monitor a financial policy related to expenditures and cash flow for the Association with the approval of the Regional Executive Board;
- Develop an annual Regional Budget and submit it to the Regional Executive Board for approval at the first regularly scheduled Board meeting. This Regional Budget must include:
  - Statement of accounts;
  - Statement of unpaid bills with explanation;
  - Statement of transfers between accounts;

- Statement of income;
- Detailed account of how all funds were used;
- Detailed account of all anticipated expenses based on future program needs, history, and accounting for emergencies; and
- All other items the National Treasurer deems necessary
- Present a Regional Financial Report at the final meeting of the General Assembly at the Regional Convention;
- Co-sign, with the Regional Chair and/or provide the Regional Chair with appropriate access and reports to review all checks issued by NEBLSA and all NEBLSA bank account activity on a bi-monthly basis;
- Evaluate alternative dues petitions pursuant to Article VIII, Section 2 of the Constitution;
- File annual corporate reports on behalf of NEBLSA;
- File annual IRS tax-exempt organization forms;
- Serve as the Chair of the Finance Committee and present periodic reports to the National Chair;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

### **Secretary**

- Maintain and distribute the minutes and agenda for all meetings of the Regional Executive Board and the General Assembly;
- Develop an operational calendar of Regional events;
- Disseminate a copy of the Regional calendar to the Regional Chapters;
- Maintain adequate distribution of the official NEBLSA stationary to all Regional Executive Board members;
- Coordinate the Regional Executive Board meetings, including the meeting sites;
- Collect and maintain the officers' reports for the Regional Executive Board meetings;
- Utilize audio and/or video technology to record Plenary sessions at the Regional Convention;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

### **Director of Communications**

- Coordinate internal and external communication of information;
- Publish and circulate a Regional newsletter
  - The Regional Director of Communications must solicit the commitment of one chapter to produce and circulate the newsletter to all chapters. That chapter will be known as the Regional Newsletter Chapter;
- Evaluate, approve, and finalize the general conduct of the newsletter
- Maintain communication with Chapter liaisons;
- Maintain and disseminate information on the NEBLSA listserv;
- Maintain and facilitate postings on the NEBLSA Blog

- Prepare and review material for the official NEBLSA website as needed;
- Develop communication policies and procedures;
- Prepare and submit articles affecting the public image of NEBLSA to other publications, subject to approval by the National Executive Board;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

### **Director of Corporate Engagement**

- Solicit funding from corporate and secondary sources in the form of sponsorships and tax-deductible gifts to NEBLSA;
- Prepare and finalize the solicitation packets that will be distributed to potential sponsors;
- Design, implement, and monitor a corporate relations policy related to the solicitation of sponsorship and tax-deductible gifts for NEBLSA and its chapters;
- Assist chapters in developing Regional solicitation strategies;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

### **Attorney General**

- Research current legal issues facing the African-American Community;
- Prepare memoranda to increase NEBLSA awareness of legal issues;
- Prepare Amicus Curiae briefs to support cases affecting the African-American community;
- Coordinate with members of Congress to define issues affecting the African American community;
- Prepare memoranda to be distributed regionally regarding Congressional issues that affect the African American community;
- Coordinate NEBLSA participation regarding such issues;
- Plan NEBLSA participation in the Congressional Black Caucus Annual Conference;
- Make official statements on behalf of NEBLSA with the approval of the Regional Chair;
- Maintain frequent communication with liaisons from each chapter;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

### **Director of Membership Operations**

- Distribute information regarding the membership process to potential chapters of NEBLSA;
- Compile membership statistics and make them available to the Regional Executive Board;
- Maintain updated data regarding membership;
- Work, through chapter liaisons, to reactivate inactive chapters and establish

- contact at law schools that do not have NEBLSA chapters;
- Maintain frequent communication with the chapter liaisons;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and,
- Produce an official transition report at the close of the term of office.

**Sub-Regional Director(s)**: Connecticut, Combined Northern New England, New York Metro, Upstate New York, New Jersey

- Serve as a point of contact for their respective sub-region;
- Maintain communications with the affiliated local Chapters and members within their respective sub-regions;
- Ensure the implementation of Regional and National initiatives on the local level; Bring issues of local concern to NEBLSA for resolution;
- Host at least one meeting with the Conclave of their respective Sub-Region, per academic semester;
- Plan and initiate an Academic Retreat during the fall semester for their respective Sub-Region;
- The Academic Retreat usually takes place in September or October and consists of workshops, panel discussions, guest speakers, and a Q&A session for BLSA students;
- Typically, the Academic Retreat is geared towards current 1L students, but the Sub-Regional Director may incorporate activities that are inclusive of all students.

**Convention Coordinator**

- Confirm a Host Chapter for the Regional Convention, subject to the approval of the Regional Executive Board;
- Be responsible for all facets of the Regional Convention, subject to the approval of the Regional Executive Board, including, but not limited to:
  - Convention Site Selection
  - Convention Theme
  - Develop a Convention agenda
  - Event Scheduling
  - Marketing
  - Registration Activities
  - All other duties necessary to execute the Regional Convention
- Serve as Chair of the Regional Convention Committee;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

**Parliamentarian**

- Serve as an advisor and counsel the Regional Chair and NEBLSA on the Parliamentary Procedure;

- Serve as the advisor to the Regional Executive Board on the NBLSA Constitution and Bylaws, and, in accordance with Article XIII, decide all questions of interpretation and construction of the parliamentary authority and procedural rules of NEBLSA;
- Be responsible for providing all delegates with the current procedural rules;
- Serve as an ex-officio member of all Regional Association committees;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA National Annual Report; and
- Produce an official transition report at the close of the term of office.

#### **Thurgood Marshall Moot Court Competition Director**

- Maintain communication with the National Frederick Douglass Moot Court Competition Director;
- Administer the competition at the Regional level;
- Go through the rules and procedures of communication, competition, eligibility, and the like;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
- Produce an official transition report at the close of the term of office;

#### **Constance Baker Motley Mock Trial Director**

- Maintain communication with the National Thurgood Marshall Mock Trial Competition Director;
- Administer the competition at the Regional level;
- Go through the rules and procedures of communication, competition, eligibility, and the like;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
- Produce an official transition report at the close of the term of office;

#### **Director of Pre Law Affairs**

- Create pre-law collegiate chapters of NEBLSA;
- Keep pre-law student and law student members, as well as the Regional Executive Board, informed of the status of the collegiate chapters and general membership;
- Suggest, create, and implement programs, projects, and activities for the development and benefits of Pre-Law Division;
- Disseminate NEBLSA information to Pre-Law members;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board and the General Assembly may assign;
- Administer the Nelson Mandela Scholarship for pre-law students of African descent based on the criteria, subject to the approval of the Regional Executive Board;



- Compile a synopsis of his/her yearly activities for the BLSA Regional Annual Report; and
- Produce an official transition report at the close of the term of office

### **Director of Community Outreach**

- Coordinate and execute all community affairs project undertaken on a Regional level;
- Provide for the recognition of a small, medium, and large chapter, from the Region, who have developed model community service programs;
- Publicize the Annual Community Service Handbook or supplement to be distributed to all chapters upon receipt of Regional membership dues,
  - An outline of the model programs recognized during the Regional Convention.
- Organize the Community Service project to be conducted during the Regional Convention;
- Maintain frequent communication with Regional Directors of Community Service;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

### **Director of Alumni Relations**

- Implement programs to foster relationships between NEBLSA alumni and current NEBLSA members;
- Serve as the liaison to all external organizations partnering with NEBLSA;
- Coordinate alumni receptions for Regional events;
- Assist with the coordination of Chapter alumni receptions as necessary;
- Solicit and present nominees for the Alumni Spotlight and Hall Of Fame Induction for approval to the Regional Executive Board;
- Develop and maintain a Regional alumni database;
- Share the updated Regional alumni database with chapters on a monthly basis;
- Oversee publication of The Alumni Spotlight; and
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign.

### **Director of Programming and Events**

- Develop and evaluate Regional programs that keep with the goals of NEBLSA;
- Work with chapters to develop and coordinate uniform programs to
- Maintain the goals of NEBLSA;
- Serve on the Regional Convention Committee and work with the Regional Convention Coordinator to coordinate Regional program activities for the Regional Convention;
- Ensure that the annual Regional Conventions reflect the National ideas and focus;
- Oversee any chapter programs funded as Regional projects
- Develop methods to facilitate the implementation of Regional programs at the local level;
- Maintain frequent communication with local chapters;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and

- Produce an official transition report at the close of the term of office.

### **Director of Advocacy and External Relations (Social Action)**

- Execute grassroots initiatives that support the Attorney General’s legislative and litigation-based advocacy;
- Coordinate with other Regional officers and chapter liaisons to carry out NEBLSA’s social justice initiatives;
- Provide for the recognition of individuals and chapters, who are active in their community advocating for NEBLSA’s social justice initiatives;
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, and the General Assembly may assign;
- Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
- Produce an official transition report at the close of the term of office.

### **Director of Career and Professional Development (Job Fair Coordinator)**

- Plan an annual Job Fair in late July/early August, which consists of:
  - Solicit participating employers and sponsors
  - Secure a host school
  - Compile student applications
- Coordinate a Job Fair at the Regional Convention
- Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign; and
- Produce an official transition report at the close of the term of office.

### **Historian**

- Tells the story of the board in the current term by:
  - Compiling the visual history of NEBLSA
  - The narrative history of NEBLSA
- Keeps a record of the accomplishments and activities for the year
- Maintain the records and documents of events and initiatives

### **Director of Mental Health and Wellness**

- Lead a comprehensive wellness program (I.e host a “Wellness Month/Week” with programming and initiatives focused on mental health and wellness awareness);
- Coordinate, plan, and facilitate health and fitness activities and programs for members;
- Plan and implement classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles;
- Develop promotion and publicity plans for wellness and fitness programs for local BLSA Chapters within NEBLSA.
- Perform other functions as the regional chair, regional board, or regional assembly may assign.
- Produce an official transition report

### **Disability Advocate**

- Advocate on behalf of individuals with disabilities and may work directly with members and local chapters to coordinate programming to meet their needs.

- Host one event per academic semester
- Work with the Attorney General to promote social change by raising awareness;
- Take the lead in ensuring NEBLSA programming is fully accessible;
- Circulate information regarding developments in legislation and policy-making relevant to disability support;
- Train chapter leaders and board members on policies and procedures in accordance with the ADA and reasonable academic accommodations;
- Perform other functions and duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign; and
- Produce an official transition report at the close of the term of office.

### **Director of Gender Diverse, LGBTQIA2S+, & Inclusion Affairs**

- Develop programming through activities, panels, social events, service projects, and political actions that bring members of our community together and provide a lasting network of support for queer Black law students
- Work to support gender equality, LGBT-positive policies, and legislation across the northeast
- Black LGBTQ law students may face challenges
- Works to support gender equality and legislation across the country

# **CANDIDATE QUALIFICATIONS**

## **I. APPLICATION SUBMISSIONS**

Candidates will be required to submit the following materials to be considered for an elected or appointed position:

**1. Candidate Statement.**

A one-page Statement of Intent with a photograph in the top left corner. This Statement of Intent must discuss why you are qualified for the position and what previous or current experience you have prepared you for the position you are applying for;

**2. Résumé.**

One-page résumé, including BLSA positions held at the local, regional, or national level;

**3. Completed Application.**

Application found at the end of this packet; and

**4. Letter of Good Standing.**

Letter from your law school registrar or Dean certifying your enrollment and good academic standing;

Candidates will undergo an interview process for vacant positions. An interview is not a guarantee for the position that you are applying for. All application materials must be emailed to [northeast@nblsa.org](mailto:northeast@nblsa.org). A confirmation of receipt will be provided, with the next steps for the interview.

# **2024-2025 NEBLSA ELECTION APPLICATION**

Please email this application, a resume, letter of intent, and letter of good standing to [northeast@nblsa.org](mailto:northeast@nblsa.org).

Name: \_\_\_\_\_ School: \_\_\_\_\_

Phone: \_\_\_\_\_ Year: \_\_\_\_\_ Email: \_\_\_\_\_

Position applying for:

\_\_\_\_\_

What other positions will you hold, apply, or run for election in any organization for 2024-2025?

\_\_\_\_\_

\_\_\_\_\_

Have you ever run for or held an office on the local, regional, or national level? If so, which position(s)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your plans for the summer of 2024? Where will you be located?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When is your anticipated graduation date? \_\_\_\_\_