Environmental Law Project Board Applications 2013-2014

The Environmental Law Project (ELP) engages Penn Law students through student-run pro-bono research projects to actively address unmet needs of environmental preservation and justice through support for legislative advocacy, community lawyering, and policy research. ELP also sponsors social, academic, and professional events centered on environmental issues and environmental law careers. ELP is operated by an executive board. *ELP is a pro-bono project, and all board members will be eligible to receive 80 blanket pro-bono hours for their work.*[1]

We are seeking an extremely collaborative, innovative and dedicated board. The attached descriptions are intended to give direction, but the positions are by no means limited to these tasks. Please note that you do not need to be an active member or an expert in environmental law to be considered for a board position—only a demonstrated interest and future commitment to ELP are required. We encourage both rising 2Ls and 3Ls to apply.

To apply for the ELP Board, submit a **statement of interest** (one to two pages, please use reasonably sized font and margins) no later than **5:00pm, Monday, March 18th** to ELP.PennLaw@gmail.com. You may also submit a **resume**.

In your statement of interest, please address the following:

- Why you want to serve on ELP's board;
- Which board positions interest you;
- What vision you have for ELP and your role on the board next year; and
- What, if any, other extra-curricular commitments you anticipate taking on next year

We will do our best to respond to all applications promptly after the deadline.

Please read the attached descriptions of board positions. We may choose either one or two people for each position. We may also work with the incoming board to accept applications from transfer students over the summer.

We strongly encourage prospective applicants to contact us with questions about ELP or board positions. You may reach all current Board members at ELP.PennLaw@gmail.com, or contact us individually: Mark Greenfogel, Chair (markgree@law.upenn.edu); Kelly Gorton, Co-Director of Research Projects (kgorton@law.upenn.edu); Jenna Shweitzer, Co-Director of Research Projects (Jenna.Shweitzer@law.upenn.edu); Stephanie Moran, Co-Director of Regulatory Projects (morste@law.upenn.edu); Matthew Klayman, Co-Director of Regulatory Projects (mklayman@law.upenn.edu); Avi-Yona Israel, Director of Environmental Justice Projects (avii@law.upenn.edu).

We look forward to reading your applications, and to working with you as ELP members in the semesters to come.

Sincerely,
Mark Greenfogel
Chair, Environmental Law Project

[1] If we fill a board position with two or more members, the 80 blanket hours may not necessarily be applicable.

ELP Board Positions 2013-2014
ELP is a pro-bono project – all board members are eligible for 80 blanket pro-bono hours

Responsibilities of all board members:

- Maintaining open and frequent communication with other members of the board, and ensuring a high-quality work-product
- Attendance at regular board meetings
- Volunteer management and supervision
- New project intake within areas of responsibility
- Educational programming

Chair

The Chair is responsible for keeping the board and the project on task and ensuring that each Director has the resources to complete projects. The Chair is responsible for coordinating work among and between the Directors. In addition, Chair must ensure that the following administrative tasks are competed (although, need not complete them him/herself): website updating, electronic communication, pro-bono logs, coordinating applications to the Delaware Valley Environmental Inn of Court, promoting environmental moot court teams, filing budget requests, and filling positions for 1L section representatives. The Chair is further responsible for liaising with other Penn Law groups and administration as well as groups in the broader Penn community to foster collaboration and take advantage of other resources available on campus. The Chair is also responsible for coordinating project schedules and ensuring that there is a steady availability of projects available throughout the semester and school year. The Chair is responsible for general project development including assisting Directors in reaching out to new organizational partners and responding to inquiries for assistance from outside groups. The Chair should also spearhead community events such as films and educational tours (power plants, shale facilities).

Director of Research Projects

The director of ELP's research-focused pro-bono projects is responsible for maintaining existing relationships with current partner-organizations to generate pro-bono opportunities for students, as well as for researching and reaching out to new organizations that ELP could potentially partner with in the future. We currently have relationships with the Natural Resources Defense Council, Friends of Farmworkers, the Southern Utah Wilderness Alliance, Delaware Riverkeeper, the Environmental Law Institute, and the Sustainable Business Network. In the past we have also worked with Earthjustice and other organizations.

Organizing this type of project usually requires staying in contact with our partner organizations to find out about potential opportunities, receiving assignments and drafting legal-research questions, determining how to divide the overall project into manageable pieces, working with volunteers to resolve any questions or difficulties, compiling the final product, getting feedback from the partner organization, and monitoring pro-bono hours. This board member is also responsible for ensuring that volunteers have proper training and resources to complete projects. Each Director is responsible for spearheading at least one educational event.

Director of Regulatory Projects

The director of ELP's regulatory research projects is responsible for organizing and implementing two comments regarding relevant proposed agency rulemaking. In previous years, we have worked with our adviser Professor Cary Coglianese to identify interesting notices of proposed rulemaking, gathered a team of researchers and writers, and worked together to craft a unified comment on fuel efficiency standards (2009); new motor vehicle labels to educate consumers (2010); EPA penalty provisions for a new cap-and-trade system for regulating interstate sulfur dioxide and nitrogen oxide emissions (2011); and policy for managing the removal of lead paint in public and commercial buildings (2013). The director of 2013-2014's notice and comment project will similarly work with faculty members to identify two comment topics, one in the fall semester and one in the spring, and create pro-bono teams to comment on these regulations. The Director will be expected to serve as a liaison between faculty advisors and ELP, to formulate research questions and research tasks that can be divided among participants, oversee the research and writing process and ensure all deadlines are met, and combine the team's work into a unified piece. This director will also be responsible for organizing educational events after the comment filings to present the commenters' findings to the larger ELP and Penn Law communities.

Director of Environmental Justice Projects

This person is responsible for projects that deal with environmental justice issues. Specifically, this person will be responsible for working closely with the urban farming initiative at the Public Interest Law Center of Philadelphia as well as assisting our partnership with the Sustainable Business Network. As ELP's involvement in environmental justice issues began only recently, this Director is also responsible for reaching out to develop 1-2 new projects in the 2013-2014 school year. ELP has established relationships and laid the groundwork for projects working with a new. ELP has also assisted community organizations that do not have attorneys in conducting legal research, such as the Crawford Area Residents for the Environment. Similarly, TPIC has had successful projects related to brownfields and city government. This project chair will also work on other issues of sustainability, such as arranging for Penn Law to become a drop-off site for a farm share, or arranging for Penn Law students to volunteer on urban farms.

Penn Law
UNIVERSITY of PENNSYLVANIA LAW SCHOOL

Toll Public Interest Center

Toll Public Interest Center Pro Bono Project Leader Compact[1]
2013 – 2014

The Toll Public Interest Center's Pro Bono Projects have a longstanding tradition of providing crucial services and resources to individuals and organizations of limited means. As you join this proud tradition of Penn Law Students at the vanguard of public interest and pro bono work, you are an ambassador for your project, TPIC, and the Law School at the local, national, and at times international levels.

We recognize that as leaders you engage in a wide array of tasks that may be hard to track. Therefore, we offer 80 blanket hours of pro bono credit for your work as a project leader.[2] What TPIC offers to project leaders is in part contingent on completion of certain administrative requirements.

To support you in leading pro bono projects, TPIC will do the following:

- **Hours:** Offer 80 hours of pro bono credit as long as you meet the requirements listed, below;
- **Resources:** Supply a budget (approved by TPIC by the beginning of fall semester classes) to help with costs associated with your project's service and provide you with designated workspace, which includes access to printing, photocopying, materials storage, and phone;
- **Guidance:** Provide training, support and assistance to help you develop and manage your project (e.g., volunteer recruitment, volunteer training and supervision, connecting with potential project partners, project planning, and checking and approving pro bono hours logs);
- **Troubleshooting:** Help with any issues that arise for your project once it is underway (e.g., need for additional volunteers or projects for existing volunteers, unresponsive volunteers, challenges with supervisors or partner organizations, and any other difficulties around decision making, leadership and management);
- **Formal Acknowledgment:** Recognition for leading a project at the end of the year and recognition for exceeding the pro bono requirement in the year you graduate.

The Toll Public Interest Center requires you to:

- **Plan & Budget:**
  - Submit a budget request to jvisser@law.upen.edu by **June 1, 2013** (see budget template on the leader-only section of TPIC's website);
  - Complete or revise a Project Operations Manual and submit it to jvisser@law.upenn.edu by **August 1, 2013**, including a volunteer compact to be signed by your members;
- **Evaluate Project:**
  - Engage in ongoing evaluation of your project, its goals and objectives, and its ability to achieve those goals and objectives (see TPIC for assistance in crafting evaluation materials);

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[1] All of the policies and expectations listed in this document are described in greater detail in the "TPIC Policies for Student Leaders of Pro Bono Groups" document that will be provided to you during leader orientation and available on the leader-only section of TPIC's website (https://www.law.upenn.edu/publicservice/pro-bono/lawonly/student-project-leaders.php).

[2] We recognize that some leaders may go well above the 80 blanket hours. Leaders who exceed 80 hours may submit a log form for **only the hours they worked above 80**. If you intend to submit additional hours it is particularly important that you keep accurate time records.

- **Provide Feedback (via three (3) individual surveys/responses):**
  - (1) in Spring 2013 after you are elected to a leadership position laying out your goals and expectations for the semester; (2) at the end of the Fall 2013 semester describing your leadership role and accomplishments and providing feedback on the success to date for the project; and (3) at the end of the Spring 2014 semester evaluating whether you have met your goals and expectations set out in your Spring 2013 survey, and providing feedback on the success to date for the project, feedback on the support and help provided by TPIC, and general feedback on all other matters related to your leadership and your pro bono project.
- **Attend Meetings:**
  - Attend pro bono project leader general meetings (one in the spring and one in the fall) and at least one meeting per semester specifically between your project leaders and representatives from the Toll Public Interest Center. Please provide advance notice if you will not attend a meeting or an event for any reason;
  - Meet with fellow board members once per month at a designated meeting time mutually agreed upon by all members and shared with TPIC.
- **Communicate & Collaborate:**
  - Notify the Toll Public Interest Center immediately and in advance if any issue or event of any kind will prevent you from fulfilling your responsibilities in full and/or in a timely fashion;
  - Keep open lines of communication with fellow board members, TPIC, volunteers and organizational partners and communicate regularly and promptly with all project volunteers and supervisors;
  - Assign one member of your project to maintain the project's webpage and ensure regular updates to website and social media.
- **Support Volunteers' Compliance with Pro Bono Requirement:**
  - Run all advertisements and/or announcements offering pro bono credit through TPIC;
  - Work with TPIC to ensure all pro bono policies are being met (see TPIC website for full description of policies);
  - Offer volunteers pro bono credit only for pro bono service as defined by Penn Law. (If you are unsure whether something qualifies as pro bono service, please contact the Toll Public Interest Center BEFORE you offer credit);
  - Approve and sign pro bono log forms only upon careful review of responsible hours logging and after bringing any issues to TPIC;
- **Transition & Train Future Leaders:**
  - Plan and execute an effective transition process for the next board and comprehensively train incoming leaders.

By my signature I affirm that I have read and understand the above information and I agree to take on the responsibilities of being a pro bono project leader. I also understand that failure to comply with any of these expectations may lead to forfeiture of leader privileges such as blanket hours, recognition, and ability to log hours for work other than pro bono legal service.

_____	_____
Project Leader Printed Name	Project Name
_____	_____
Project Leader Signature	Date