



Environmental Law Project Board Application 2014-2015

Penn Law's Environmental Law Project (ELP) connects students with environmental law practitioners who are working locally, regionally, and nationally on legislative advocacy and policy research, enabling our membership to supplement their classroom legal education by engaging in research, writing, and communication with practitioners on real-world environmental issues. ELP offers regular opportunities to participate in pro bono research projects and regulatory comment submissions. Additionally, ELP seeks to build a community of students, faculty and practitioners interested in environmental law to provide mentorship, support for environmental law courses, networking opportunities, and to increase the range of pro bono projects available to Penn Law students.

ELP is seeking to put together a collaborative and dedicated board. The attached descriptions are intended to give direction, but the positions are not necessarily limited to these tasks. Prior experience with environmental law is helpful but not necessary; only a demonstrated interest and future commitment to ELP are required. We encourage both rising 2Ls and 3Ls to apply. Please note that 2Ls who discuss a willingness to make a two-year commitment to ELP in their statement of interest will be looked upon favorably during the review of board applications.

As a pro bono project, most ELP board members will be eligible to receive 80 blanket pro bono hours for their work, although this is subject to change depending on the composition of the 2014-2015 board. Please see board job descriptions for details.

To apply for the ELP Board, please submit a **statement of interest** (two pages maximum, with size 12 font and one-inch margins) no later than **5:00pm on Tuesday, March 18, 2014** to ELP.PennLaw@gmail.com. You may also submit a **résumé**. In your statement of interest, please address the following:

- Why you want to serve on ELP's board;
- Which board positions interest you, and whether there are any positions for which you do not wish to be considered;
- What vision you have for ELP and for your role on the board next year; and
- What, if any, other extra-curricular commitments you anticipate taking on next year

We encourage prospective applicants to contact us with questions about the application process. You may send general questions to ELP.PennLaw@gmail.com, or reach out to us individually:

- Marie Logan, Chair, marie.logan@law.upenn.edu
- Chris Donovan, Co-Director of Research Projects, cdono@law.upenn.edu
- Sonya Shea, Co-Director of Research Projects, ssonya@law.upenn.edu
- Jake Branchaud-Linsk, Co-Director of Regulatory Projects, jakebr@law.upenn.edu
- Joe Sandman, Co-Director of Regulatory Projects, jsandman@law.upenn.edu
- James Park, Director of Environmental Justice Projects, james.jin.park@law.upenn.edu

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

Sincerely,
Marie Logan
Chair, Environmental Law Project



ELP is transitioning this year into a tiered structure that will involve both 2Ls and 3Ls in order to ensure that institutional knowledge is passed on effectively and efficiently.

There are six board positions that will be filled for the upcoming year:

- Chair
- Vice Chair
- Senior Director of Research Projects
- Director of Research Projects
- Senior Director of Regulatory Projects
- Director of Regulatory Projects

Responsibilities of all board members:

- Maintaining open and frequent communication with other members of the board
- Ensuring a high-quality work product that represents ELP well in the community
- Supporting educational programming within the law school community
- Attending monthly board meetings
- Managing and supervising volunteers

Chair

Responsibilities:

The Chair is responsible for keeping ELP's board on task, ensuring professional final work products, and ensuring that all board members have the resources necessary to complete projects. The Chair is responsible for reviewing all work product produced by ELP before it is shared outside of the law school. In addition to providing substantive oversight, the Chair must ensure that the following administrative tasks are completed: promoting environmental moot court teams, filing budget requests, coordinating applications to the Delaware Valley Environmental American Inn of Court, website updating, electronic communication, collecting volunteer pro bono logs, scheduling and administering monthly board meetings, 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 responsible for general project development including assisting directors in reaching out to new organizational partners and responding to inquiries for assistance from outside groups. Additionally, the Chair is tasked with training the Vice Chair throughout the academic year to ensure that they become more familiar with the administrative channels at Penn (e.g. TPIC, Student Affairs, CSR, etc.). The Chair is further tasked with preparing the Vice Chair to assume administrative responsibilities beginning in spring 2015.

Qualifications and Requirements:

- This position is slotted for a **3L** with significant prior board experience in ELP
- This position is eligible to receive **80 blanket pro bono hours**



Vice Chair

Responsibilities:

This position requires a two-year commitment to ELP. The Vice Chair shadows the Chair throughout the year to become familiar with the substantive and administrative oversight that the Chair provides. After a semester of training, the Vice Chair will assume the responsibilities of the Chair in spring 2015 (including scheduling and setting the agenda for board meetings, taking over the ELP email address and listserv, providing substantive assistance to the Regulatory and Research Directors, etc.) If the Vice Chair's duties are performed diligently, this person will become Chair of ELP in their 3L year. The Chair is also responsible for planning and executing at least one educational, networking or career event on an environmental topic each semester.

Qualifications and Requirements:

- This position is slotted for a **2L** who intends to make a **two-year commitment** to ELP
- Because of the event-planning requirements encompassed within this position, the Vice Chair is eligible to receive **40 blanket pro bono hours**

Senior Director of Research Projects

Responsibilities:

The Senior Director of Research Projects is responsible for maintaining existing relationships with partner organizations (including Friends of Farmworkers, Food & Water Watch, Clean Air Council, etc.) to generate pro bono opportunities for students, as well as for reaching out to new organizations that ELP could potentially partner with in the future. The Senior Director is responsible for communications with partner organizations, including seeking out research projects, shaping legal research questions (in coordination with the Director of Research Projects), dividing the workload evenly with the Director of Research Projects, submitting final projects, and soliciting feedback about improving ELP's research processes at the end of each semester. The Senior Director is also charged with helping the Director become familiar with techniques for managing research projects, and is tasked with reviewing completed research projects before they are sent to the Chair for final approval.

Qualifications and Requirements:

- This position is slotted for a **2L or 3L** with significant prior ELP research experience
- This position is eligible to receive **80 blanket pro bono hours**

Director of Research Projects

Responsibilities:

This position works closely with the Senior Director of Research Projects on existing projects. Alongside the Senior Director, it is this position's responsibility to communicate with partner organizations, oversee ELP's research volunteers, divide research assignments into manageable pieces according to the number of interested volunteers, work with volunteers to resolve any questions or difficulties, and to meet with them regularly to ensure timely completion of projects. The Director of Research Projects is also tasked with scheduling the fall and spring research training sessions (at which all of ELP's volunteer opportunities are presented), in conjunction with the Director for Regulatory Projects. This position is additionally tasked with monitoring pro bono hours sought by volunteers.



Qualifications and Requirements:

- This position is slotted for a **2L** who is encouraged (but not required) to make a two-year commitment to ELP
- If we select a 2L for this position, the Director will assume the role of Senior Director of Research Projects as a 3L
- The Director of Research Projects is eligible to receive **80 blanket pro bono hours**

Senior Director of Regulatory Projects

Responsibilities:

The Senior Director of Regulatory Projects is responsible for organizing and implementing one public comment each semester on a relevant proposed agency rulemaking (typically, but not always, to the U.S. Environmental Protection Agency). Each year, this position works with ELP's advisor, Professor Cary Coglianese, to identify interesting and timely notices of proposed rulemaking (NPRMs) for ELP to comment on. The Director will be expected to serve as a liaison to ELP's faculty advisor, and to oversee the fall regulatory research process. The Senior Director will review final product and share it with the Chair for final approval before it is submitted. The Senior Director will also be responsible for mentoring the Director of Regulatory Projects as they assume the role of overseeing the spring regulatory question.

Qualifications and Requirements:

- This position is slotted for a **2L or 3L** with significant prior regulatory experience within ELP
- This position is eligible to receive **80 blanket pro bono hours**

Director of Regulatory Projects

Responsibilities:

The Director of Regulatory Projects is responsible for soliciting volunteers to participate in each semester's public comment and for designing the regulatory research question each semester, in conjunction with the Senior Director and Professor Coglianese. The Director's primary role is to oversee volunteers and ensure that all deadlines are timely met. The Director will shadow the role of the Director throughout the fall regulatory research project, and will assume that role for the spring regulatory research project, with guidance and support provided by the Senior Director. The Director of Research Projects is also tasked with scheduling the fall and spring research training sessions (at which all of ELP's volunteer opportunities are presented), in conjunction with the Director for Research Projects.

Qualifications and Requirements:

- This position is slotted for a **2L** who is encouraged (but not required) to make a two-year commitment to ELP
- If we select a 2L for this position, the Director will assume the role of Senior Director of Regulatory Projects as a 3L
- The Director of Regulatory Projects is eligible to receive **80 blanket pro bono hours**