

**FBA-ILS 2015-2016 – October 2015  
COMMITTEE MISSION STATEMENTS**

**Budget Committee**

The Budget Committee develops an annual work plan for all ILS expenses that exceed \$500. This involves communication with the various FBA ILS committees, the Chair of the Sections and Divisions Council, and the FBA ILS Executive Committee and Board

**Pro Bono Committee**

The Pro Bono Committee seeks to increase the availability and effectiveness of pro bono representation in the immigration courts. The Committee is currently exploring the possibility of conducting a comprehensive study to better understand the current levels of legal representation in the immigration courts and the resources available to pro se litigants. The study would be intended to bring to light underserved areas to target for outreach programs and to propose recommendations to bolster pro bono representation across the United States.

**Diversity Committee**

The Diversity Committee is tasked with (1) assessing the status of diversity within the ILS board, committees, and section and (2) leading efforts to increase diversity within the section. In order to succeed at this twin mission, the committee is (1) inviting volunteers from the ILS membership, (2) collaborating with the ILS' Membership Committee on its efforts to double the ILS membership by Fall 2015, in a diverse manner, (3) developing a mission statement to define diversity and efforts to increase the diversity of the section membership and events, and (4) assessing prior and ongoing efforts of the national FBA and its divisions, chapters, and other sections to increase diversity. The Diversity Committee is committed to expanding the diversity of the section in a variety of ways, e.g., by practice area/type, geographic location, age, gender, race, etc. and invites Board members to express their thoughts on diversity within ILS.

**Green Card Committee**

Continuing to publish and improving the Green Card. Coordinate with the Publications Committee.

- a. Due-dates for submission for 2015-2016 issues are: November 6, February 1, April 1, July 1 and October 1.
- b. Document all ILS activities in the Green Card, with a brief article and, especially when able, several photos, with captions identifying the people/activity in the photo. The article must be provided to the committee by the above due-date, in WORD format. Photographs should be included in the document.

**Publications Committee**

The Publications Committee must ensure that quality articles are submitted to the Federal Lawyer, on time, when we are allocated a slot. Coordinate with the Green Card Committee

- a. Submission Due-dates for the FBA 2015-2016 issues are: November 1, February 1, April 1, July 1 and October 1.

**Law Student Division/Mentoring Committee**

Mission statement: Encourage law student participation in ILS and serve as main law student liaison for ILS.

**Chapter and Section Liaison Committee**

The Chapter and Section Liaison Committee has two central functions: to expand immigration programming, education and information to FBA chapters throughout the country and to financially support chapters and sections with specific requests regarding programs. On the first function our duty is to reach out to FBA chapters and sections, particularly those who do not yet have vibrant immigration programming and explain the potential benefits to their chapter or section of adding an immigration component. Our goal is to identify local immigration practitioners both in the private and public spheres and link them to these local chapters. As to the second function, we have an application process in place and are accepting and reviewing requests for financial support.

### **Substantive Law Committee**

The purpose of the Immigration Law Section (ILS)-Substantive Law Committee is to promote scholarship and understanding by serving the ILS as a resource in finding speakers and authors on substantive legal topics.

### **Younger Lawyers Division**

Overall, 1) increase ILS membership amongst younger lawyers (already FBA or not yet non-FBA members), 2) create the structure/foundation for the ILS-YLD, 3) maintain theme to focus events on and encourage discussion and learning between immigration lawyers from “both sides of the table,” meaning private/non-profit immigration lawyers and government immigration attorneys, and 4) maintain theme of promoting and assisting to create mentor/mentees amongst senior immigration attorneys and younger immigration lawyers.

### **Communications/Social Media Committee**

Coordinate with FBA National to update the FBA/ILS webpage with Section Programs, events, meetings and publications deadlines. To continue to expand our presence on the internet to ensure that our accomplishments and events receive greater visibility, especially among immigration practitioners, government attorneys, and immigration judges. And to continue to update the FBA/ILS social media, including out Facebook page.

### **Rules/Bylaws Committee**

The objective of the Rules/By-Laws committee is to codify a logical and efficient manner to do the business of the ILS. It is responsible for the creation and maintenance of the ILS’ by-laws, which is the set of rules that guide its operations and activities. The bylaws include the number of officers the ILS should have, the roles and responsibilities of the officers and the number and frequency of board meetings. The bylaws may outline briefly or simply refer to other policies and procedures. The Bylaws Committee will review and maintain the Section’s Bylaws, and propose and recommend amendments as needed.

### **Government Relations Committee**

Supervise the monitoring of legislation and the development of Section positions.

### **Membership Committee**

The mission of the ILS Membership Committee is to develop and implement new and innovative ways of attracting new members from the public and private sectors and to retain current membership.

### **Awards Committee**

The mission is to formulate general policies regarding awards and honors administered by the ILS, Formulates a general program designed to meet the needs and desires of the ILS in the matter of awards and honors. Secure the awards. Select, with input from the officer and others, recipients of the existing awards and honors.

### **Nominations Committee**

The mission of this committee is to monitor the election time frames, and of nominate candidates for office within the organization. It should be focused on the skills and characteristics that are needed in candidate for office. Work on the election process, if needed, and certify the result.

### **Sustaining Membership Committee**

The mission is to explore and exercise increases in the level of the support. Determine the method of recognition for sustaining members, and the benefits thereto.

### **Programs Committee**

Assist/guide able or needed, but to regularly monitor and report to the board the program activities of the ILS.