

LEADERSHIP INSTITUTE – COHORT I 2021 APPLICATION PACKET

MISSION AND GOALS

Mission: The Leadership Institute aims to serve the legal profession and the Oregon community by enhancing the personal development and cultivating the leadership skills of lawyers from diverse backgrounds.

Goals: The goals of this highly selective program are:

1. Cultivating cohort members' personal development, confidence, and resiliency.
2. Enhancing cohort members' practical leadership skills.
3. Serving the legal profession and the Oregon community by increasing awareness regarding ethical, professional, and community service opportunities.

APPLICATION DEADLINE

Applications and supporting documentation must be completed and received by **5:00 p.m. on June 28, 2021**.

Please email your application and documents to: diversity@osbar.org.

Questions regarding the Leadership Institute or application can be directed to: JB Kim, OSB Director of Diversity & Inclusion: jbkim@osbar.org or Karen Lee, OSB Chief Equity and Professional Development Officer: klee@osbar.org

ELIGIBILITY

Applicants must have practiced law for not less than **three years and for not more than 9 years** as of January 1, 2021 based upon first admission to any state bar. Petitions may be made to these requirements. For example, an applicant's first bar admission date might exceed the nine-year limit due to having left the practice of law for a period of time, and this information should be included in the personal narrative portion of the application.

In an effort to achieve diversity among the participants, qualified individuals from groups underrepresented in the bar, from different backgrounds, large and small law firms, the private and public sectors, different practice areas, and different areas of the state are encouraged to apply. Each class will consist of no more than 20 participants.

ATTENDANCE REQUIREMENTS

Mandatory attendance is required for each session (September 2021 through May 2022). Participants are expected to attend the sessions in their entirety, including the final Cohort Recognition and Project Presentation. Currently, the Institute format is planned for in-person.

It is anticipated that some sessions will involve a group dinner and/or overnight travel. Sessions will typically be held in Portland and Tigard. One overnight session is scheduled to take place in Hood River and two sessions are scheduled for Salem. Depending upon the state's in-person group meeting conditions, the format of any session may change to virtual.

As part of the program, each cohort will develop and complete a project by designed to address needs related to access to justice by May 2022. Each member should expect to devote roughly 20 hours of additional time over the course of the Institute to accomplish that. In addition, cohort members will be paired with a mentor, and cohort members are expected to make a one-year commitment to community service following completion of the sessions, which may include volunteering for an OSB committee or section, or other community organization or nonprofit.

Applicants should apply **only** if they are able to attend all sessions, participate in the cohort project development, and fulfill the one-year community service commitment

PARTICIPATION FEE

Tuition for the Leadership Institute is \$750.00. This amount is due by September 1, 2021. Tuition includes overnight accommodations and meals at the Institute Orientation Retreat, any group meal events, and mileage reimbursement for Institute sessions that take place more than 50 miles from a cohort member's home or office. Under certain circumstances, cohort members may be eligible for reimbursement of supplemental overnight accommodations.

Scholarships are be available to assist with tuition. Please see the last page of the application for additional information.

LEADERSHIP INSTITUTE COHORT SCHEDULE *(September 2021 – May 2022)*

All sessions are in Portland, unless otherwise indicated.

2021

Friday and Saturday, Sept. 24 – 25:

Orientation & Leadership

Assessment Retreat (Hood River)

Friday Oct. 8:

Career Planning

Friday, Nov. 12:

Developing Leadership Skills;

Board & Committee Work

Friday, Dec. 10:

Mentoring

2022

Friday, Jan. 14:

Professionalism; Lawyer Health & Wellness

Thursday, Feb. 17:

The Road to the Bench; Legislative Work (Salem)

Friday and Saturday, March 11 – 12:

Practical Leadership Skills (Tigard)

Friday, April 8:

Access to Justice & Community Service

Friday, May 13:

Cohort Recognition & Project Presentation (Salem)

APPLICATION INSTRUCTIONS

Your application must contain the following:

- (1) A completed application form signed by the applicant and, if applicable, applicant's employer.
- (2) A resume (not to exceed two pages).
- (3) A personal narrative (not to exceed two double-spaced pages).
- (4) *Welcome but not required*: up to two letters of recommendation, addressing any of the qualifications included in your application and/or your potential for leadership. Letters of recommendation can be sent separately from the application but must be received by the application deadline.

It is an applicant's responsibility to submit a complete application. Incomplete applications will not be evaluated.

EVALUATION CRITERIA

To ensure fairness in the process, applicant names will be redacted from application materials before submission to the selection committee. Your application materials will be evaluated in the following manner:

- **Personal Narrative – 40%**
 - *(clarity, persuasiveness, and alignment with the OSB and Leadership Institute missions)*
- **Community Involvement – 25%**
- **Contributions to the Legal Profession – 25%**
 - *(e.g., participating in CLE events, writing articles, mentoring)*
- **Overall Application Packet – 10%**

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LEADERSHIP INSTITUTE – COHORT I APPLICATION

APPLICANT INFORMATION

Applicant's Name

OSB #

Email

Firm/Employer (or indicate if self-employed)

Mailing Address

Phone

City

Zip Code

Year First Admitted to Practice and States Admitted

Law School

Area(s) of Practice

OPTIONAL INFORMATION

Age

Gender Identity

Sexual Orientation

Race/Ethnicity

Disability Information

Veteran Status

ACTIVITIES, LEADERSHIP POSITIONS, COMMUNITY INVOLVEMENT, AND AWARDS

Please list on a separate document, not to exceed one page, single spaced, the following:

1. Contributions to the Oregon State Bar or the legal profession (e.g., CLE Seminars planner or speaker; Legal Publications author or editor; OSB section/committee/board volunteer; local/specialty/affinity bar involvement; pro bono work; or mentoring).

2. Civic, charitable and/or community involvement.

3. Additional information you would like to have considered with your application (e.g., memberships, awards or honors, training, and education).

LETTERS OF RECOMMENDATION (OPTIONAL)

Up to two individuals (at least one should be from someone who is not your employer) may submit letters of recommendation addressing any of the qualifications included in your application and/or your potential for leadership.

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| Name | Firm/Organization |
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| Phone | Email |
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| Name | Firm/Organization |
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PERSONAL NARRATIVE

On a separate document, not to exceed two pages double-spaced, please respond to the following questions:

1. In what ways do your unique life experiences (e.g. history, social identities, and values) influence your leadership philosophy or style?

2. What practical leadership skills do you hope to enhance or cultivate to become a more effective leader?

APPLICANT COMMITMENT

I have reviewed the Cohort Schedule included in the application packet and understand that cohort members are expected to attend each of the Institute's sessions, including the final Cohort Recognition and Project Presentation.

By submitting this application and typing, signing, or electronically signing my name below, I acknowledge the following: I understand the purpose of the Oregon State Bar Leadership Institute and, if selected, I will devote the time and resources necessary to complete the program. I will attend all sessions. Unexcused absences may cause my removal from the program. If I withdraw from the Institute for any reason, no portion of my tuition will be refunded.

I further understand that **failure to attend and remain for the entirety of each session** will jeopardize any scholarship funding and hotel or travel reimbursements.

Applicant Name or Signature

Date

EMPLOYER/SELF-EMPLOYED AGREEMENT

This applicant has the approval of their employer to participate in the Leadership Institute or is self-employed.

Employer's Signature or Electronic Signature and Email

Date

Applicant is Self-Employed _____ (Applicant initials)

APPLICANT TUITION ASSISTANCE

The cost to participate in the Leadership Institute is \$750.00. If this creates a financial hardship and you would like to request tuition assistance, please explain in writing how tuition assistance would help you (one double-spaced page in length). Financial documentation is not required and you should not submit any financial documents or disclose sensitive personal identification data (e.g., Social Security number, financial account numbers, etc.)

It may be possible that an individual or entity will be available to sponsor participation. A tuition assistance request is your consent that we may solicit sponsorship funding from these external sources, and you agree that we may disclose your identity to the sponsor.

Any request for tuition assistance will not be factored in the cohort selection process.

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