



Allegheny County Bar Foundation

400 Koppers Building, 436 Seventh Avenue, Pittsburgh, PA 15219
412-402-6641 • www.acbf.org

ALLEGHENY COUNTY BAR FOUNDATION

Board of Trustees Application

The heart of Pittsburgh's Legal Community

Name, Phone, Email Address of organizational representative:

Lorrie K. Albert, Associate Executive Director, 412-402-6640, lalbert@acba.org

Please return this application and resume to the above address or email by: May 10, 2024.

The mission of the Allegheny County Bar Foundation is to be the driving force in promoting justice for all and to improve the community through public service law-related programs as the charitable arm of the Allegheny County Bar Association. To fulfill this mission, the foundation raises, manages, and distributes funds, encourages, and assists lawyers to provide pro bono legal services, and develops and supports public information initiatives.

Date _____

Name _____

Residence

Address _____

Phone _____ Email _____

Employer

Name _____

Title _____

Address _____

Phone _____ Email _____

Type of business or organization _____

Primary service and area/population served _____

Preferred method of contact Work Residence

Please verify the following:

I am a current ACBA Member.

I am a Fellow of the Allegheny County Bar Foundation or agree to become a Fellow upon appointment to the Board.

Please list non-profit boards and committees upon which you serve, or have served in the past (business, civic, community, fraternal, political, professional, recreational, religious, social) or other involvement in public service and/or charitable activities that you think would be relevant to service on the Foundation Board.

Organization	Role/Title	Dates of Service

Board Service Education/Training

Have you received any awards or honors that you would like to mention?

How do you feel the Allegheny County Bar Foundation would benefit from your involvement on the Board of Trustees?

Skills, experience and interest (Please check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Education, instruction |
| <input type="checkbox"/> Personnel, human resources | <input type="checkbox"/> Special events |
| <input type="checkbox"/> Administration, management | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Community service | <input type="checkbox"/> Outreach, advocacy |
| <input type="checkbox"/> Policy development | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Program evaluation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Public relations, communications | <input type="checkbox"/> Other _____ |

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of the Allegheny County Bar Foundation:

Diversity:

As part of its mission to be a driving force in promoting justice for all and to improve the community through public service law-related programs, the ACBF works to advance diversity, equity, and inclusion among its constituents and stakeholders. The ACBF commits to these principles (1) by proactively seeking out diverse candidates for its staff, its trustees, and for those participating on any of its committees or in any of its programs, (2) by seeking diverse and inclusive viewpoints and perspectives in its decision-making with respect to governance and programming, (3) by adopting and implementing programs that serve primarily those from traditionally disadvantaged communities; and (4) by empowering constituents of all backgrounds to be active participants and leaders. The ACBF strongly believes that it provides more equitable and impactful services and programs when individuals from different backgrounds and with different experiences contribute, participate, and are heard.

Describe past efforts, if any, to advance access to justice or to provide legal services for low-income clients:

Describe past efforts, if any, to advance diversity, equity, and inclusion in the legal profession or in the community:

Please tell us anything else you'd like to share:

Please review the following Individual Trustee Expectations and Responsibilities and sign below:

Individual Trustee Expectations and Responsibilities

The Allegheny County Bar Foundation's success depends on the personal commitment and active involvement in governance and fundraising of our Trustees, who embrace the privilege to serve and the responsibility to lead, and who bring personal and professional resources and ability to support the ACBF's mission. Trustees are expected to be advocates on our behalf, ambassadors of our mission, and integral players in our leadership development and fundraising activities. These expectations are clearly articulated during the recruitment process.

General Expectations/ Meetings & Committees

- Attend regularly scheduled Board and Committee meetings unless unable to do so because of unavoidable conflicts.
- Serve actively on one or more of the ACBF committees and ad hoc committees as requested by the ACBF President.

- Attend meetings prepared, having reviewed the latest financial statements and read the provided meeting materials, developed pertinent questions and ready to provide meaningful considerations regarding agenda items.
- Enthusiastically contribute personal skills, knowledge and experience to ACBF Board's efforts and activities.
- Provide leadership, guidance and strategic planning for the administration, marketing and public relations activities of the Foundation.
- Identify strong candidates for the Board who will effectively represent the ideals and purpose of the ACBF.
- Support the ACBF staff in furthering the goals of the Foundation.
- Support, participate and encourage participation in providing pro bono services to help those in need.
- Serve as an ambassador in the legal community and beyond for the ACBF's mission and help the staff to (a) promote the ACBF and its initiatives, and (b) improve access to justice for people in need and make the legal system more fair and efficient for everyone.

Conflicts & Policies

- Serve the ACBF as a whole rather than for any special interest group or personal benefit.
- Adhere to the ACBF's Conflict of Interest Policy, completing the disclosure statement annually.

Fiduciary Responsibility

- Maintain oversight of the ACBF's finances by reading and understanding the ACBF's financial statements and reviewing its annual audit report and Form 990 nonprofit tax return.
- Evaluate financial policies, approve the annual budget, and review finances to ensure the ACBF has the necessary resources to carry out its mission.
- Uphold general oversight and fiduciary duties regarding the ACBF operations, including, but not limited to:
 - Legal, regulatory, and ethical requirements
 - Stewardship of resources and financial reporting
 - Bylaws and policies for governance

Fundraising & Development

- Help to promote contributions to the ACBF from colleagues, law firms, corporations and the general public and assist with fundraising initiatives when requested by the leadership of the ACBF.
- Make a personal monetary contribution annually to the ACBF to the best of your ability.

- Become a Fellow or a Young Lawyer Fellow of the ACBF.
- Make a meaningful contribution to the ACBF's yearly fundraising goals by participating in one or more of the following:
 - Solicit new fellows for the Fellows Program
 - Obtain Sponsorships
 - Golf Tournament (range from \$500 - \$10,000)
 - Bocce
 - Other Events/Fellows Reception or Dinner/VIP Events
 - Obtain/Donate Silent Auction Items (value)
 - Individual Donations:
 - Annual Campaign
 - Bequests
 - Become Sustaining or Patron Fellow
 - Pro Bono Donation
 - Other Program
 - Help obtain Named Funds (threshold to establish a fund is \$50,000)
 - Help obtain new and retain Leadership Circle Firms
 - Help to solicit and obtain Endowment Gifts
 - Law firm donations
 - Planned Gifts

As an aspirational goal, helping to raise \$5,000 annually through these initiatives and others will sustain and enhance the Foundation's mission.

- Attend and participate actively in ACBF fundraising events, programs and activities (e.g., purchasing event tickets and contributing financially to special campaigns) and promote attendance through your workplace and/or personal network.
- Encourage your colleagues and others to support the ACBF either individually or through corporate giving.

I acknowledge receipt and acceptance of these Individual Trustee Expectations and Responsibilities.

Date

Signature

Submit completed application and resume to Lorrie Albert, Associate Executive Director, ACBF, 400 Koppers Building, 436 Seventh Ave., Pittsburgh, PA 15219, lalbert@acba.org.