

J. DISTRICT JUSTICE POSITION DESCRIPTION

TITLE: District Justice

REPORTS TO: International Justice

GENERAL SUMMARY: A District leader working with the International Executive Board (IEB), Executive Office, and each law and alumni chapter in the District to *advance integrity, compassion and courage through service to the student, the school, the profession and the community*. The District Justice is the ambassador and “face” of Phi Alpha Delta Law Fraternity, International in the District and is the District’s fraternal connection with and between students and alumni.

COMMUNICATES WITH:

1. IEB
2. Executive Office
3. Assistant District Justices
4. Students
5. Alumni

MINIMUM REQUIREMENTS:

1. Establish and maintain a network comprised of alumni members, faculty, members of the IEB, Assistant District Justice(s) (ADJs), and the Executive Office to assist student members.
2. Conduct a productive District Leadership and Transition Conference each school year as directed by the Executive Office and IEB no later than the end of the Spring Semester.
3. Promptly communicate any issues with officer transitions or other chapter operations issues to the Executive Office and IEB.
4. Visit (either in person or electronically) each active chapter once a semester.
5. Use best efforts to appoint at least one ADJ to assist with chapters in the district.
6. Provide district updates as requested by the IEB and the Executive Office.

GOALS:

1. Encourage proper programming for student members and alumni.
2. Assist in the recruitment of new members at each District chapter.
3. Ensure that officer elections and transitions are completed timely each year.
4. Support 3L transition to alumni chapters and further encourage alumni involvement.
5. Promote attendance of at least one delegate from each student and alumni chapter in the District to Convention and Leadership Summit.
6. Attend Convention and serve as a resource to the attendees from the District and as otherwise requested by the International Justice and/or Executive Office.
7. Make a concerted effort to attend other national level and regional events to serve as a resource for District attendees and the general membership, as directed by the International Justice or Executive Office.

8. Support and encourage alumni members in the District to be active in an alumni chapter and/ or on an individual level including serving as Chapter Alumni advisor, ADJs, committee members, etc.
9. Identify and mentor key persons for continued involvement in P.A.D.
10. Assist in the formation and/or reactivation of law school and alumni chapters in the District.
11. Participate in District Justice training annually.

HELPFUL ATTRIBUTES/SKILLS:

1. Strong communication skills. Demonstrate an ability to communicate effectively with members, the Executive Office and the IEB.
2. Desire to work with law students and alumni.
3. Ability to motivate law school and alumni chapters and share a passion for P.A.D.
4. Working knowledge of the history, International By-laws, policies and procedures and organization of the Fraternity.
5. Time management and organizational skills. Ability to balance all of the above, along with one's personal and professional life. Also, ability to communicate any issues or conflicts to the IEB and/or Executive Office.
6. Ability to market P.A.D. and its programs and services.
7. Live in the or work in the District.
8. Ability to delegate responsibilities to ADJs, alumni advisors, etc.