

## HPU Law Pro Bono Program Board Positions

**Student Director – Aidan Reyna:** the Student Director of the Pro Bono Program at HPU Law serves as the senior student member of the Pro Bono Board. Through this position, and with the support and supervision of staff at HPU Law, they will be responsible for:

- Training and supervising the work of all individual board members
- Holding regularly scheduled meetings of the entire board and with individual board members
- Setting and measuring yearly goals for the Program
- Planning, organizing, and supporting all events of the Pro Bono Program including, but not limited to:
  - Student recruiting events
  - Special Projects
  - Student recognition events
- Educating and engaging student organization leaders in the program and helping facilitate their participation from their organization
- Facilitating outreach to members of the bar for program support and project solicitation
- Educating and engaging stakeholders (internally and externally) in the work of the Program
- Evaluating the progress of the Program and determining where changes need to be made

[NOTE: This position has been filled by Aidan Reyna.]

**Operations Coordinator:** the Operations Coordinator is responsible for managing the calendar of events for the Pro Bono Program, coordinating reservations and ordering with school of law and campus offices, taking minutes at Pro Bono Board meetings, and documenting all major events (including timeline development and post-mortem evaluation) for the Pro Bono Program projects. The Operations Coordinator is a voting member of the Pro Bono Board and will participate in all meetings and on projects as assigned.

**Attorney Engagement Coordinator:** the Attorney Engagement Coordinator (AEC) is responsible for communicating with attorneys (local and state-wide) to solicit and facilitate participation in Pro Bono Program projects, solicit individual pro bono projects from individual attorneys, and for recruiting new project opportunities from local or state-wide legal service providers. The AEC is also responsible for developing and maintaining a

database of attorney contacts and information. The AEC is a voting member of the Pro Bono Board and will participate in all meetings and on projects as assigned.

**Communications Coordinator:** the Communications Coordinator (CC) is responsible for developing all social media and special project specific media, while maintaining brand expectations set by main campus and HPU Law. The CC is also responsible for planning and coordinating all events during the National Celebration of Pro Bono Week. The CC is a voting member of the Pro Bono Board and will participate in all meetings and on projects as assigned.

**1L Class Coordinator:** the 1L Class Coordinator (1LCC) is a member of the first-year class and is the primary pro bono contact for their classmates. The 1LCC will communicate with all of their classmates on a weekly basis (via email, messaging apps, etc.), will direct classmates to the correct information or to the coordinator responsible for a particular project, and will encourage pro bono participation and hour tracking from their classmates. The 1LCC will also be responsible partnering with the 3LCC to organize an end-of-year event recognizing community achievements during the past academic year. The 1LCC is a voting member of the Pro Bono Board and will participate in all meetings and on projects as assigned.

[NOTE: This position will be filled in Fall 2026.]

**2L Class Coordinator:** the 2L Class Coordinator (2LCC) is a member of the second-year class and is the primary pro bono contact for their classmates. The 2LCC will communicate with all of their classmates on a weekly basis (via email, messaging apps, etc), will direct classmates to the correct information or to the coordinator responsible for a particular project, and will encourage pro bono participation from their classmates. The 2LCC is a voting member of the Pro Bono Board and will participate in all meetings and on projects as assigned. The 2LCC will also be responsible for coordinating the annual 4ALL Pro Bono Party with the North Carolina Bar Association (NCBA) and the North Carolina Bar Foundation (NCBF) in March 2027.

**3L Class Coordinator:** the 3L Class Coordinator (3LCC) is a member of the third-year class and is the primary pro bono contact for their classmates. The 3LCC will communicate with all of their classmates on a weekly basis (via email, messaging apps, etc.), will direct classmates to the correct information or to the coordinator responsible for a particular project, and will encourage pro bono participation from their classmates. The 3LCC is a voting member of the Pro Bono Board and will participate in all meetings and on projects as assigned. The 3LCC will also be responsible for coordinating a Pro Bono

Program kick-off in the fall for all new students and an end-of-year event recognizing community achievements during the past academic year.

**Project Coordinators:** the Project Coordinator (PC) is responsible for organizing, managing recruitment, and facilitating the one-time or recurring projects they are assigned. Each PC is a voting member of the Pro Bono Board and will participate in all meetings and on projects as assigned.

This year, we are recruiting a PC for each of the following areas.

- Election Protection & Special Events (Trips)
- Legal Aid of North Carolina (LANC) Housing Court Eviction (TEAM) & Lawyer on the Line
- Wills for Heroes with the North Carolina Bar Foundation (NCBF) & Wills with LANC (estate planning)