

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Volunteer Lawyers for the Arts

Brief Description of Organization: Since 1969, Volunteer Lawyers for the Arts (VLA) has been the leading provider of educational and legal services, advocacy and mediation to the arts community. As the first arts-related legal aid organization, VLA is the model for similar organizations around the world.

Population Served: New York City Arts and Entertainment Communities.

Website: <http://www.vlany.org>

Phone: 212-319-2787

Address: The Paley Building
1 East 53rd Street, 6th Floor
NY, NY 10022

VOLUNTEER COORDINATOR CONTACT

Name: Betsy Dale

Title: Staff Attorney

Phone: 212.319.2787 ext. 18

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VOLUNTEER OPPORTUNITIES

Corporate Law: Volunteers help clients incorporate and advise them on internal governance decisions.

Can Volunteers Work Off Site: Yes.

Type of Work: Full Representation; Limited Legal Advice. (Transactional.)

Location, Days, and Hours of Volunteer Opportunity:
Volunteers must have their own space or office from which they can work.

Area of Substantive Law Required: Corporate Governance.

Supervision: VLA provides minimal supervision to its volunteers. VLA is available to answer questions by telephone or email and reaches out to volunteers periodically to receive updates and discuss developments in the case.

Training: VLA requires all volunteers to participate in an hour long training to discuss the nature of the volunteer experience and VLA's operating guidelines for volunteers as well as VLA's supervisory role. VLA has a list of relevant legal resources on its website.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Volunteers generally spend between 10 to 15 hours on a matter.

Previous Experience in Substantive Law Required: Yes.

Specific/Previous Training Required: Yes.

OTHER INFORMATION

Updated on March 13, 2015