



IOWA ORGANIZATION OF WOMEN ATTORNEYS DISTRICT REPRESENTATIVES

The I.O.W.A. has a representative from each judicial district to act as a liaison, a resource for I.O.W.A. inquiries, and an organizer of local I.O.W.A. gatherings. The district representative structure provides excellent opportunities for networking and social events within local districts.

Outreach/Disseminate Information

The district representative is to seek contact with the leadership of local bar associations to inform those organizations of I.O.W.A. benefits and activities (e.g., advertising I.O.W.A. CLE programs). The district representative should coordinate with the Membership Chair to regularly contact members within their district, no less than twice per fiscal year. The district representative will have online access to the membership directory for ease of communications, as well as be expected to utilize the I.O.W.A. listserv. It is encouraged that the district representative seeks out new attorneys in their area that may benefit from I.O.W.A. membership.

Host Events/Organize Activities

The district representative is expected to host or organize at least one event or activity each fiscal year, with additional activities encouraged. By way of example, these activities may include the following, although the district representative is encouraged to consider other outreach, mentoring, networking, social, etc. activities:

- Luncheons, perhaps associated with the I.O.W.A. CLE teleconferences
- After-work gatherings at local restaurants/bars offering hors d'oeuvres; perhaps securing a discount on drinks at attendees' cost
- Attend a local women's leadership/support event as a group (e.g., female theatre group, local domestic violence fundraiser)
- Participate in the Iowa Juvenile Home & Training Center in a coordinated way as a district
- Coordinate with the Professional Action Chair to plan a networking workshop for a district
- Social gatherings
- Scheduling I.O.W.A. local events in conjunction with other attorney events (e.g., I.O.W.A. gathering for appetizers and happy hour before local bar association meeting)
- As applicable, involve law students in events/activities

Budget Planning

Each district representative is allocated \$250 to use as they wish to promote the I.O.W.A. and support its members and communities. No I.O.W.A. assets may be used for the purchase of alcohol. Any event should include an introduction and/or discussion about I.O.W.A. and offer membership forms for potential new members. The district representative is to report to the I.O.W.A. board after the event/activity at the board meeting immediately following the event/activity.