



Rhode Island Bar Association

2024-2025 Leadership Academy

Application Information and Instructions

The Rhode Island Bar Association (RIBA) Leadership Academy is now accepting applications for the 2024-2025 Academy class. The deadline to submit applications is **Friday, July 26th, at 5:00 pm.**

The RIBA Leadership Academy is a nine-month leadership-training program designed to foster professional growth and enhance the leadership skills of a diverse group of attorneys. The program will provide intensive learning, career coaching, relationship-building exercises, and networking opportunities essential to fostering leadership in the bar, the workplace, and the community. Participants will meet in-person for one 2–3-hour session each month between September 2024 – June 2025. Participants will receive CLE credits for select programs.

Up to 15 attorney members of the RIBA will be carefully selected for this Academy. In an effort to achieve diversity among the participants, qualified individuals will be sought from different backgrounds, large and small law firms, the private and public sectors, different practice areas, and different geographical parts of the state.

Academy Requirements

- Qualified applicants are admitted to the practice of law in Rhode Island and are current members in good standing of the RIBA.
- Applicants must submit a cover letter, resume, application, essay responses, references and participant and employer commitment by **Friday, July 26th, at 5:00 pm.** (See page 2 for more detailed instructions)
- Upon acceptance, participants must submit the \$500.00 RIBA Leadership Academy Participation Fee. (Limited financial aid may be available. Please see page 3 for more information on how to apply.)
- Participants must attend and actively and meaningfully engage in all program sessions, which will run from September 2024-June 2025. (Specific dates for the programs will be provided at the September Orientation.)
- Additional time commitments include:
 - Special Project with assigned mentor. Candidates and mentors will select from one of the following projects:
 - Co-Author a *Bar Journal* article
 - Co-Present a CLE or Annual Meeting program
 - Join and accept a Pro Bono Program Case (Volunteer Lawyer Program, Elderly Pro Bono Program, or US Armed Forces Legal Services Project) assisted by your mentor
 - Commitment to participate in Law Related Education programs including Law Day and/or Constitution Day once within a two-year period.
- Post-graduation Academy participants are required to engage in a two-year service commitment on an approved RIBA committee.



Instructions for Submitting the Application

Required Materials

1. Cover Letter

Submit a cover letter expressing your interest in participating in the Leadership Academy and include how your particular background and skill sets will contribute to the mission of the RIBA Leadership Academy.

2. Professional resume to include:

- College and Law school education
- Volunteer /community / Bar activity, and
- Extra-curricular activities, leadership positions, and honors/awards received.

3. Completed application form

Both a completed application form, and a professional resume are required. Submission is considered incomplete without both items.

- Type responses on this form or download application from ribar.com
- Answer all questions completely: incomplete applications will not be accepted.
- Direct any questions to Erin Cute, Director of Communications via email at ecute@ribar.com or via phone at 401-421-5740.

4. Essay responses

5. List of references

- Include name, title, phone number, email address and relationship to applicant.

6. Affirmation Statement

- This form requires acknowledgement and signature of BOTH applicant and his or her employer.
- Please review and discuss the leadership program requirements with your employer prior to applying, as participation in the program does involve a commitment (as laid out in the Affirmation Statement).

Submit completed application and other materials no later than **5:00 pm on July 26, 2024**, to Director of Communications, Erin Cute.

By mail: RIBA Leadership Academy
41 Sharpe Drive
Cranston, RI 02920

By e-mail: ecute@ribar.com

The RIBA strongly encourages racial and ethnic minorities, women, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities, who will reflect diversity within the Bar, to apply.



2024-2025 Leadership Academy

**Submission Deadline for Applications is
July 26, 2024, By 5:00 PM.**

Application

NAME: _____
(As desired for official roster listing)

BUSINESS ADDRESS: _____

PHONE: _____ EMAIL: _____

FIRM/EMPLOYER: _____

POSITION: _____

PRACTICE AREA(S): _____

YEAR ADMITTED TO THE RI BAR: _____ # OF YEARS IN PRACTICE: _____

CURRENT BAR STATUS: _____ **ACTIVE** or _____ **INACTIVE** (please check one)
If you have ever held *INACTIVE* status, on a separate sheet and using 250 words or less, please (1) state when you held *INACTIVE* status; and (2) describe your involvement with Rhode Island practice, Rhode Island Bar Association, and Rhode Island law during your inactive status period.

How did you hear about the RIBA Leadership Academy?

Candidates and mentors will work together on a special project. Please rank the following projects in order of preference (1-3):

- Co-Author a *RI Bar Journal* article
- Co-Present a CLE or Annual Meeting program
- Join and accept a Pro Bono Program Case (Volunteer Lawyer Program, Elderly Pro Bono Program, or US Armed Forces Legal Services Project) assisted by your mentor

Tuition

Upon acceptance, participants must submit the \$500.00 RIBA Leadership Academy Participation Fee. Limited financial aid may be available. If you would like to apply for tuition assistance, using 250 words or less, please include an explanation of your financial need and why payment of the tuition would present a hardship for you.



Essay Responses

On a separate sheet, using 250 words or less to answer each question, please respond to the following:

1. Please describe what benefits you expect to gain from participation in the RIBA Leadership Academy.
2. Please describe why you believe you should be selected to participate in the RIBA Leadership Academy.
3. Please list your personal goals for developing leadership skills and anticipated application of those skills to impact the legal profession in Rhode Island.

References

Use this portion of the application to designate two individuals (at least one outside your firm) who will serve as personal references to you and who are knowledgeable about your community service, leadership experience, and skills.

Name:
Company/Organization:
Title:
Business Phone:
Business Email Address:

Name:
Company/Organization:
Title:
Business Phone:
Business Email Address:

Professional Resume

Please attach a resume that includes your educational background, work history, professional and civic activities, Bar activities, awards and honors, and other information that would be helpful in demonstrating your aptitude and potential for leadership.

Please include any additional information you would like the committee to consider when reviewing your application.



Affirmation Statement

Candidate

1. I am aware that I am expected to commit to **full attendance and participation** (including any homework assignments) during the complete duration of the Leadership Academy. **Any exceptional circumstance MUST BE brought to the attention of the committee in advance for approval. I understand that failure to participate may result in my dismissal from the program.** Any such decision will be left to the discretion of the Executive Committee of the Rhode Island Bar Association.
2. I am aware that I am expected to complete a special project with my assigned mentor, which will include outside preparation time.
3. I am also aware that, upon completion of the program, I am committing to two years of participation in an approved RIBA committee and Law Related Education program.

Signature: _____ Date: _____

Employer

I hereby understand that my employee has committed to attend nine 2–3-hour sessions in order to fulfill their obligations as a candidate of the RIBA Leadership Academy. I fully support the candidate's acceptance into the academy and all that it entails.

Signature of supervisor/employer: _____ Date: _____

Printed name of supervisor/employer: _____

Employer's Title: _____