

HeadStart Committee 2019/2020

Purpose: To plan, organize, and execute an annual legal research training event for recent law school graduates to prepare them for their first position. HeadStart 2020 will be supported and hosted in collaboration between ELLA and the JA Weir Law Library (UofA).

General Timeline: November 2019 - July 2020

- Committee meets monthly December 2019 through July 2020
- Assessment and recommendations submitted to committee: February 2020
- Book venues & catering: March/ April 2020
- Speakers & schedule confirmed April 2020
- Post announcement & send invitations April 2020 (reminders, May & June)
- Event: 1-2 days Mid-June
- Assessment/preparations for next year: July 2020

Further Details on the ELLA website: [HeadStart](#)

Committee Members

Chair: chair and organize meetings, facilitate committee in successful planning and execution of HeadStart 2020. - Doris Wagner

Assessment Chair: conduct an assessment of previous events and solicit stakeholder feedback, where applicable. Create recommendations with committee for 2020 HeadStart.

Treasurer/ELLA Liaison: manage the budget and liaise with the relevant ELLA member(s) (treasurer/secretary) to coordinate payments and deposits.

Events Coordinator: Book and manage venue and catering arrangements.

Programming Chair: work with committee to schedule sessions, recruit and organize speakers, and create the event program.

Communications Coordinator: Create and distribute communications/promotions and invitations, and manage attendee list.