

Lewis F. Powell, Jr. Inn of Court Programming Policy

TEAMS

The Inn's active members are divided into seven teams. Teams are assigned to include Masters, Barristers, Associates, and one Student who would not otherwise encounter each other frequently in their daily work.

Teams are encouraged to meet monthly or more often if necessary, to prepare their program and to promote comradery among the team members. The teams choose their own meeting places and times. The Inn has budgeted \$200 per team for lunch or refreshments during team meetings. Please submit receipts to the Inn Treasurer for reimbursement.

Each team is led by a team leader. The team leader is responsible for convening the team, assuring that the team members attend the Inn's meetings, coordinating team participation in outreach activities, and promoting contacts among team members between Inn meetings. The team leader supervises the preparation of the team's program and ensures that all members are involved in the program planning process.

Each team must prepare and present one of the Inn's six programs. In addition to presenting a program, the teams provide Inn members an opportunity to become better acquainted with other lawyers practicing in the Richmond, Virginia area. The teams are a significant component of the Inn's mentoring activities. Their diverse membership is intended to build an inter-generational relationship that encourages frank and personal discussion of matters of practice, ethics, civility, and all other aspects of the practice of law. The most experienced members of the team are encouraged to pass on the best of the practice to the less experienced members. Accordingly, Masters are encouraged to provide their Associate and Student colleagues with opportunities to observe them in court, in deposition, or in the office.

PROGRAMS

The six programs offered during the year form the heart of the Inn's monthly meetings. The Programs focus on practical legal skills with an emphasis on ethics, civility, and professionalism in lawyering. They generally involve a demonstration or presentation of principles, skills, techniques, and relationships involved in trial and appellate court proceedings or alternative dispute resolution proceedings and activities preliminary to courtroom appearances. These programs also incorporate opportunities for critique and discussion.

Each team presenting a program must:

- Select a program format that will present the assigned topic in an interesting and informative manner and provide a program topic to the Program Chair at least 6 weeks before the program date.
- Provide a program summary to the Program Chair at least one month before the program date.

- Prepare written materials that satisfy the requirements for CLE credit in Virginia as described on the Inns website and at <http://www.vsb.org/site/members/mcle-courses>. These materials are either posted on the Inn's website or are handed out at the meeting.
- Prepare an American Inns of Court Program Report Form to be included in the Foundation's National Programming Manual. A copy of the form can be obtained from the Inn's website or at http://home.innsocourt.org/media/31727/program_submission_form.pdf.

BEST PROGRAM AWARDS

The American Inns of Court promote innovative and creative program development by presenting annual awards for the ten most outstanding programs offered by local Inns, as well as special recognition for the best researched program, the most creative program, and the best special project. All programs submitted to the national office of the American Inns of Court are automatically considered for its recognition.