

## Roanoke Bar Association / Nonprofit Resource Center

### Attorney Guidelines

February, 2007

**THE ROANOKE BAR ASSOCIATION ("RBA") SERVES ONLY AS CONDUIT TO LINK NONPROFIT ORGANIZATIONS TO LAWYERS WHO ARE WILLING TO ASSIST. THE RBA HAS NO OTHER ROLE, INVOLVEMENT OR OBLIGATION IN THE REPRESENTATION OF THE NONPROFIT ORGANIZATIONS. THE RELATIONSHIP THAT WILL BE ESTABLISHED IS SOLELY BETWEEN THE ATTORNEY (INCLUDING HIS/HER FIRM) AND THE NONPROFIT ENTITY.**

1. Each team will consist of a team leader and up to 4 attorneys who specialize in one of the five general areas: employment, corporate, tax, trusts and estates and/or civil procedure. It is anticipated that the program will consist of three teams. The team leader will be responsible for distributing the work to the appropriate team member when the services are needed. Team leaders will also be responsible for ensuring that this service is not abused or unfairly monopolized by any one nonprofit.
2. Each attorney will serve a two year term on a designated team. There is no limit to the number of terms that an attorney can serve but priority will be given to those attorneys wishing to serve but who have not yet served.
3. No individual attorney is expected to work in excess of 10 hours per quarter on RBA/NRC projects. If a lawyer so chooses, he/she may exceed the hourly total but it is expected that the attorney will decline further work once the limit is reached. If, in the opinion of the team leader, the project will exceed 10 hours, then the project will not be eligible for this service.
4. Team members may present topics at an organized seminar that is open to all nonprofits that are utilizing this program. Any time spent preparing and presenting will count toward the time limits outlined in paragraph 3.
5. While the projects will be initially screened by the team leaders, it is up to each individual attorney to assess each matter and evaluate his/her ability and/or willingness to assist the nonprofit.
6. It will be the responsibility of each lawyer working on a project to perform a conflict check. If a conflict arises, please contact your team leader.
7. Advise the nonprofit that the attorney-client relationship only exists for the duration of the individual project and that there is not an ongoing attorney-client relationship. This language should be included in the retainer/termination letters described in paragraph 8 below.

8. Please confirm representation and termination of representation in writing to the nonprofit with a copy to the team leader. Form letters will be provided to you for your use.

9. At the conclusion of each project, the attorney shall fill out a form provided to them by the team leader that indicates the nonprofit involved, the amount of time spent on a project and a general overview of the work performed. The form should be returned to the team leader.

10. The team leaders will be required to meet one time per quarter to ensure the efficient operation of the program.

11. Each nonprofit will be required to complete a form when requesting work under the terms of this program.

12. Attorneys participating in this program must not profit from their participation including but not limited to charging fees, or advertising the individual nonprofits as clients.

By signing below, the undersigned acknowledges that he/she received, reviewed and understood the Attorney Guidelines and further acknowledges that the Roanoke Bar Association serves merely as a conduit for this program and has no active or substantive role in the implementation of the program.

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_