IN-HOUSE PRO BONO IN PRACTICE PROFILE: ACC ARIZONA CHAPTER
September 2018

The Association of Corporate Counsel (ACC), Arizona Chapter was formed in 1996. In 2015, ACC Arizona formalized its pro bono program, the In-House Counsel Pro Bono Commission, as a framework to catalyze pro bono efforts for in-house counsel. The goals of the In-House Counsel Pro Bono Commission include tailoring pro bono opportunities to in-house counsels' interests, skills, and availability to encourage their engagement; improving efficiencies by sharing pro bono resources among in-house counsel; and facilitating connections between in-house counsel and pro bono partners.

ACC Arizona has eliminated many of the historical obstacles for in-house counsel to perform pro bono assistance, including by obtaining malpractice insurance for in-house pro bono activities through the Arizona Bar Foundation for any matters not otherwise covered; partnering with legal services organizations or law firms to provide any training necessary for select pro bono opportunities; sharing pro bono opportunities that are specifically suited for in-house counsel; sharing information about Arizona's Ethics Rule 6.5, which eliminates the need for usual conflict checks for short-term limited representations through programs sponsored by a nonprofit organization; and successfully advocating for a change to Rule 38(e), which eliminated the double-certification process for registered in-house counsel to provide pro bono services, effective January 1, 2018.

ACC Arizona has prepared a "Menu of Pro Bono Activities" that allows in-house counsel to learn about current pro bono efforts that are perfectly suited for their engagement. The menu describes in an easy-to-read fashion the chapter's pro bono projects, summarizing for each project its impact on the clients served, any necessary training, the time commitment, the point of contact, and clear instructions on how to engage.

General Program Information	
Pro Bono Contact	Kevin Groman, Chair, In-House Counsel Pro Bono Commission
Region Served	Arizona
Number of Members	506 members
Pro Bono Program History	The In-House Counsel Pro Bono Commission developed in 2015, after the Pro Bono Committee, a subcommittee of ACC Arizona's Board, analyzed various models, efforts, and needs for pro bono legal services. The Committee made a report to the Board, which decided to implement the plan identified in the report to formalize ACC Arizona's pro bono program.

Pro Bono Leadership Structure	Pro bono is led by a Pro Bono Subcommittee of the Board, also known as the Pro Bono Committee. In addition, there is a leader of the In-House Counsel Pro Bono Commission, and there are leaders of several working groups that focus on various substantive issues within pro bono. Within each working group, there are approximately 3 individuals who help to lead the group.
Pro Bono Policy	ACC Arizona's Board has directed the Pro Bono Committee to consider and possibly adopt a formal pro bono policy, but one has not been adopted yet. However, the structure of the program and the Commission guidelines have been formalized.
Communications	ACC Arizona communicates about pro bono through its website, email blasts, announcements at chapter meetings and continuing legal education (CLE) sessions, direct communications to individual members, and personal recruitment.
Recognitions/Awards	ACC Arizona recognizes commitment to pro bono in several ways: • Pro bono volunteers are recognized in chapter newsletters. • ACC Arizona has awarded to a pro bono working group lead a fully-paid trip (including flight, registration, and hotel) to the ACC annual conference. • The annual In-House Counsel Pro Bono Commission Torchbearer Awards recognize those pro bono leaders who help to engage other in-house counsel in pro bono efforts. The Torchbearer Award is a tangible 'thank you' for helping to light the torch of In-House Counsel to engage in pro bono efforts. The award is shaped like an eagle, a symbol of leadership, strength and vision, which the chapter views as a fitting symbol to recognize the pro bono leaders who see the vision and benefits of developing an untapped market of lawyers that has not historically engaged in pro bono efforts. In 2017, ACC Arizona recognized 17 individuals and 1 law firm as Torchbearers.
Tracking Pro Bono	ACC Arizona does not specifically track pro bono hours; however, it is in the thousands of hours of pro bono support.
Partnerships	ACC Arizona partners with law firms and legal services organizations on pro bono projects. For example, volunteers from

	DLA Piper* and ACC Arizona have worked together on panels and fireside chats to discuss legal issues, as described below.
Professional Liability	By partnering with the Arizona Bar Foundation on pro bono efforts, ACC Arizona receives coverage through their pro bono malpractice insurance. The chapter will pay the deductible if a claim is made against a chapter member who engaged in good faith in the chapter's pro bono efforts.
Pro Bono Projects	
Veterans	In partnership with Wills for Heroes, volunteers prepare essential legal documents, including wills, living wills, and powers of attorney, for first responders. Volunteers can watch a two-hour training video and then sign up for a clinic, which takes place monthly on Saturdays.
Low income communities	The In-House Counsel Pro Bono Commission helps to staff panel discussion held at several Phoenix-area libraries, where people of modest means can find answers to legal problems addressing various topics (*e.g.*, startups, intellectual property).
Startups	In partnership with The Armory, a veteran-based incubator, volunteers answer basic questions for entrepreneurs, who often need help establishing a legal structure for their businesses that will ensure the entrepreneur's financial freedom. Volunteers can answer questions in various settings, ranging from a 5-minute personalized phone call to a 1-hour fireside chat with multiple ventures.
Mediation	In partnership with the Arizona Commercial Court, volunteers serve as mediators to resolve disputes between small business owners. Volunteers use their business acumen and legal experience to mediate with the goal of reaching a settlement for the parties. Mediators review briefs from both sides and conduct a half-day or full-day mediation.
Clinics	Some larger corporate departments host clinics in partnership with a legal services organization and a law firm, on topics such as debt relief, veteran-based legal support, and immigration and refugee support. Trainings are given at the onset of the clinic and periodically thereafter. Clinics may be held monthly or quarterly. An example is Intel's Arizona Debt Clinic, run by the Intel Law and Policy Group in partnership with Volunteer Lawyers Program of Arizona (VLP).

	ACC volunteers receive training prior to the clinic and then when the clinic is held they meet with the clients.
Lessons Learned	
Work as a team.	It is important to get a group of people together to drive the pro bono program and build momentum.
Start small.	When starting a pro bono program, begin with one pro bono activity. Make it efficient and meaningful for in-house counsel, and an activity that utilizes in-house counsel's unique skill set.
Learn from peer chapters.	Look to other ACC chapters and in-house counsel to learn from their path.
Expect engagement.	If you build it the right way, in-house counsel will come. Many in-house counsel departments and individuals are eager to engage in pro bono. They are hungry for pro bono opportunities where they can utilize their skills in a positive, philanthropic, meaningful and efficient way.
Cultivate new leaders.	Build a succession plan for the leadership structure, so that the pro bono program does not hinge on one person.

*denotes a **Law Firm Pro Bono Challenge**® signatory

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