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June 2, 2009

Andre de Almeida
Almeida Advogados
Av. Brigadeiro Faria Lima, 1461, 16
Sao Paulo, SP
Brazil

Re: ABA International Leadership Appointment

Dear Andre:

It is my pleasure to appoint you as Vice-Chair of the Latin America and Caribbean Committee of the ABA Section of International Law (ABA International) for the term running from August 4, 2009, to August 5, 2010. Thank you for agreeing to be an important member of the Leadership Team and for helping to take ABA International to the next level.

A brief outline of the responsibilities of Committee officers is available on-line (please [click here](#)). A more detailed and comprehensive guide to your duties and other pertinent information about the Section is set forth and explained in the [Leadership Manual](#). Please familiarize yourself with and refer to this Leadership Manual on a regular basis.

You should also plan to attend the Section Leadership Retreat, which will be held this year from July 28-30, at the Abbey Resort in Lake Geneva, Wisconsin, immediately preceding the ABA Annual Meeting in Chicago. Details are available online at <http://www.abanet.org/intlaw/calendar/> (click on the Leadership Retreat entry).

You will be working with a Division Chair, an experienced Section leader who is responsible for overseeing several committees. Your Division Chair is a great source of information. Please do not hesitate to contact him or her for guidance. For a list of Divisions, Division Chairs and Committees assigned to each Division, please refer to the Section website at www.abanet.org/intlaw.



You should already be a member of the steering group of your committee, and in that capacity, you should feel free to volunteer and make suggestions right away. We also hope that you will get a head start on the coming ABA year by doing the following:

- Familiarize yourself with the Section’s goals and learn about its structure by reviewing the leadership section of our website, which may be found at <http://www.abanet.org/intlaw/leadership/>.
- Review and, where appropriate, submit comments to your Division Chair regarding your Committee’s scope and mission, as set forth on the Section’s website at <http://www.abanet.org/intlaw/committees/>.
- Set up a newsletter (if your Committee does not have one), and maintain and continually enhance and improve it. The Committee web page and listserv are also important tools for communicating with your Committee – if you have any questions on their use, just ask your Division Chair.
- Be sure that your Committee has appointed an individual or team responsible for producing the Committee’s Year-in-Review (YIR) article. The YIR is published in our showcase publication, *The International Lawyer*. Each substantive and regional committee is expected to prepare a short paper (10,000 words) summarizing the most important substantive, legal events in the preceding calendar year. The YIR pieces are due in December.
- Recruitment and retention of members on an ongoing basis is a responsibility of all ABA International leaders, including Committee leaders. Please take a pro-active approach to recruitment and retention in your personal interaction with existing Section members and with others involved in international practice who are not presently ABA International or Committee members and who should always be viewed as potential members.
- As a leader of ABA International, you serve as our ambassador to other parts of the ABA and to other organizations. Attention by each Committee to this function is essential for ABA International to continue as the “Gateway to International Practice.” For many organizations, there is a Section liaison listed in the Leadership Directory. Please make a point of involving that individual in any Committee activities that touch upon these organizations.
- As a Committee leader, you are expected to attend and participate in Section seasonal meetings, absent a compelling reason. Please mark your calendars for the following ABA International meetings (leaders expected to attend are noted in italics):
 - a. 2009 Leadership Retreat, July 28-30 (Lake Geneva, WI) and ABA Annual Meeting, July 30-August 4 (Chicago, IL).
 - b. ABA International Fall 2009 Meeting, October 27-31 (Miami) – *all leaders*
 - c. ABA/Section Midyear 2010 Meeting, February 5-7 (Orlando)
 - d. ABA International Spring 2010 Meeting, April 13-17 (New York, NY) – *all leaders*

- e. ABA International Leadership Retreat preceding the Annual Meeting August 4-5 (Location TBD) – *all leaders*
 - f. ABA/Section Annual 2010 Meeting, August 6-9 (San Francisco) – *all leaders, if possible*
- Please refer frequently to the attached listing of Section Staff, including their contact information and areas of responsibility. If you have any questions about your Committee appointment, please contact Julie Pasatiempo, ABA International Deputy Director, at 202/662-1670 or jpasatiempo@staff.abanet.org.
 - Please retain and consult this letter periodically. The letter, together with the Leadership Manual, provides the answer to the question most frequently asked by new committee leaders — “What is it that I should be doing?”
 - Call or email your Division chair, me or any other member of the Administration Committee if you want additional help, assistance, or guidance. The areas of responsibility for Administration Committee members are made clear by their titles, *e.g.*, Programs Officer, Publications Officer. Like you, we are all volunteers working as a team toward the betterment of the profession. If there is anything I or any of the officers can do to help, do not hesitate to contact us.

Please indicate your acceptance of the appointment and agreement to undertake the responsibilities described above by counter-signing this letter in the space indicated and returning it to leadershipappointments@staff.abanet.org.

Should you or your firm wish to announce your appointment in the local news media or legal news media, we encourage you to attach press release language approved by the American Bar Association. This can be found online at www.abanet.org/intlaw/leadership/home.html.

Once again, thank you for volunteering. I look forward to working with you this coming year.

With best regards,



Glenn P. Hendrix
Chair-Elect, ABA Section of International Law

Accepted by:

Andre de Almeida

Date

I confirm that the below contact information is accurate for listing in the 2008-2009 Leadership Directory:

Name: Andre de Almeida
ABA ID #: 1337247
Company: Almeida Advogados
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City: Sao Paulo
State: SP
Zip:
Country: Brazil
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E-mail: almeida@almeidalaw.com.br

The above information is incorrect/incomplete. Please make the below changes/additions:

