

# Rhode Island Bar Association Staff & Responsibilities

To contact staff members, dial the main number 401.421.5740 or use the individual's email address.

Staff telephone extensions or direct lines and email addresses appear beneath their titles and names.

Information concerning Bar-related programs and services may be directly accessed via the Bar's website at [ribar.com](http://ribar.com).

## Executive Director

Helen Desmond McDonald, ext. 4837  
[hmcDonald@ribar.com](mailto:hmcDonald@ribar.com)

## Communications Director

Frederick D. Massie, ext. 4838  
[fmassie@ribar.com](mailto:fmassie@ribar.com)

## Continuing Legal Education (CLE) Director

Tanya Nieves, ext. 4839  
[tnieves@ribar.com](mailto:tnieves@ribar.com)

## Finance Director

Karen L. Thompson, ext. 4836  
[kthompson@ribar.com](mailto:kthompson@ribar.com)

## Coordinator of Continuing Legal Education (CLE)

Karen A. Lomax, ext. 4847  
[klomax@ribar.com](mailto:klomax@ribar.com)

## Gatekeeper/CLE Program Assistant

Allison Jean, ext. 4846  
[ajeans@ribar.com](mailto:ajeans@ribar.com)

## Assistant Director of Communications

Kathleen M. Bridge, ext. 4845  
[kbridge@ribar.com](mailto:kbridge@ribar.com)

## Lawyer Referral Service Coordinator

Lisa Calcagni, 421-7799, ext. 4834  
[lcalcagni@ribar.com](mailto:lcalcagni@ribar.com)

## Lawyer Referral Service & Elderly Program/Coordinator

Elisa King, 521-5040, ext. 7722  
[eking@ribar.com](mailto:eking@ribar.com)

## Office Manager

Susan J. Cavalloro, ext. 4840  
[scavalloro@ribar.com](mailto:scavalloro@ribar.com)

## Public Services Director

Susan A. Fontaine, 421-5740 ext. 4851  
[sfontaine@ribar.com](mailto:sfontaine@ribar.com)

## Rhode Island Bar Foundation – Interest On Lawyers Trust Accounts (IOLTA) Director

Virginia M. Caldwell, 421-6541 ext. 6541  
[gcaldwell@ribar.com](mailto:gcaldwell@ribar.com)

## Volunteer Lawyer Program Assistant

Debra Saraiva, 421-7758 ext. 4842  
[dsaraiva@ribar.com](mailto:dsaraiva@ribar.com)

## Volunteer Lawyer Program Coordinator

John H. Ellis, 421-7758 ext. 4833  
[jellis@ribar.com](mailto:jellis@ribar.com)

## Continuing Legal Education (CLE)

Publications *Tanya Nieves*  
Seminars *Karen A. Lomax*

## Dues, Membership

*Tanya Nieves*  
*Susan J. Cavalloro*

## Executive Committee

*Helen D. McDonald*

## Casemaker/Computer Assistance

*Tanya Nieves*

## Rhode Island Bar Journal Articles and Advertising

*Frederick D. Massie*

## Lawyer Referral Service

(401-421-7799) *Susan A. Fontaine*

– Reduced Fee Program

– Referral Service for the Elderly

– Lawyers for the Arts

## Volunteer Lawyer Program

(401-421-7758) *Susan A. Fontaine*

## US Armed Forces Legal Services Project

(401-521-5040) *Susan A. Fontaine*

## Online Attorney Directory Photographs

*Kathleen M. Bridge*

## Law-Related Education Programs

*Kathleen M. Bridge*

## Speakers Bureau

*Kathleen M. Bridge*

## Lawyers Helping Lawyers

Confidential assistance for lawyers and their families

Coastline Employee Assistance Program (Coastline EAP) (401-732-9444) or (800-445-1195)

Bar Office *Helen D. McDonald*

## Annual Meeting

Program *Tanya Nieves*  
Exhibitors *Frederick D. Massie*

## Client Reimbursement Fund

*Helen D. McDonald*

## Committees

*Kathleen M. Bridge*

## Fee Arbitration

*Helen D. McDonald*

## House of Delegates

*Helen D. McDonald*

## IOLTA Program

*Virginia M. Caldwell*

## Legislation

*Helen D. McDonald*

## Mailing Lists, Labels

*Kathleen M. Bridge*

## Member Address Changes

*Susan J. Cavalloro*

## Membership Benefits

**See the Bar's web site for more information**

ABA Legal Technology Resource Center  
[lawtechnology.org/services.html](http://lawtechnology.org/services.html)

ABA Members  
Retirement Program 1-800-826-8901  
[abaretirement.com](http://abaretirement.com)

ABA Publications  
Discount Program [ababooks.org](http://ababooks.org)

Business Owners Insurance  
Aon/Affinity Insurance 1-800-695-2970  
[attorneys-advantage.com](http://attorneys-advantage.com)

## Disability Insurance – Guardian Life

Robert J. Gallagher & Assoc. 401-431-0837  
[gallagherassoc.com](http://gallagherassoc.com)

## Law Firm Merchant Account – Credit Card Processing for Attorneys

1-866-376-0950  
[affiniscap.com/ribar](http://affiniscap.com/ribar)

## Legal Career Center

[jobs.ribar.com/home](http://jobs.ribar.com/home)

## Professional Liability Insurance

Aon/Affinity Insurance 1-800-695-2970  
[attorneysadvantage.com/law](http://attorneysadvantage.com/law)

## USI New England

(Blue Cross / Delta Dental) 401-558-3165

## Membership/Status

**Inquiries** *Susan J. Cavalloro*

## News Media Inquiries

*Frederick D. Massie*

## Pro Bono Programs

(401-421-7799) *Susan A. Fontaine*

## Public Relations/Communications

*Frederick D. Massie*

## Rhode Island Bar Foundation

(401-421-6541) *Virginia M. Caldwell*

## Scholarship Program/Grants

(401-421-6541) *Virginia M. Caldwell*

## Website Inquires

*Kathleen M. Bridge*

**Rhode Island Bar Association**, 41 Sharpe Drive, Cranston, RI 02920 Tel: 401.421.5740

Fax: 401.421.2703 Email: [info@ribar.com](mailto:info@ribar.com) Web: [ribar.com](http://ribar.com)