

VICE-CHAIR RESPONSIBILITIES

The Vice-Chair assumes office at the conclusion of the Section's Second Business Meeting at the ABA Annual Meeting in August. The Vice-Chair must be familiar with the responsibilities that are described in the Section bylaws and be prepared for additional responsibilities as described below.

NOTE: The codes used for the primary staff contacts are—

D- Director (Paula)

M- Programs and Committee Manager (Alissa)

C- Marketing and Communications Manager (Hilary)

A- Meetings and Committees Assistant (Carrie)

ABA Infrastructure. Understand the ABA Infrastructure so you will know when things are due and how to advance the Section's interests through ABA entities.

Section Appointments [Contact – M]. Meet with the Chair-Elect and Secretary during the Annual, Fall, and Spring Conferences to discuss appointments to Section committees and appointments of Section liaisons to other entities.

Section Officers Conference (SOC) [Contact -- D] Plan to attend the SOC Fall Meeting, usually held in Chicago in September. This meeting serves to assist officers to understand their responsibilities, suggest ideas for planning their year, and provide opportunities to network with their cohorts from other ABA sections and division.

Council Meetings [Contact – D]. Attend all Council meetings convened during Spring, Fall, and Annual Meeting. Participate in Council conference calls, as scheduled at the Chair's discretion, and vote via e-mail when such votes are needed between Council meetings.

Finance Committee [Contact – D]. The Vice Chair serves on the Finance Committee and attends all meetings. Note that the budget approved by Council in August for the following fiscal year is final; any changes over \$500 must be approved by Council vote.

Budget Preparation [Contact – D]. Budget requests for the following fiscal year are due in April and the draft budget is due in June under the bylaws. Ask staff to confirm the amount budgeted for the Vice Chair's account during your year as well as for the Chair-Elect's account for your year as Chair-Elect.

Budget Request Deadline – April

Meeting Attendance [Contact – D]. Attendance is required at Spring, Fall and Annual Meetings. The Section Vice Chair is Co-Chair of the Diversity Committee and is expected to attend the meetings of that committee as well as the meetings of the Officers, Finance Committee, Council, Long Range Planning Committee, Scope Committee, Sponsorship, Committee Chairs and Vice Chairs (at Fall and Spring Conferences) and Section Business Meetings (at Annual Meeting), and the First-Timers' and Chair's Court breakfasts.

Officer Calls [Contact – D]. Treat periodic Officer calls as events as important as Court appearances. Be sure to read all materials circulated by the Section Director and other Officers

in preparation for the meeting and be sure to have reviewed Minutes. Be responsive to Director's requests to add agenda items for Officer calls.

Sponsorship [Contact – M]. Work with Section Chair and the Sponsorship & Fundraising Committee to develop sponsorship opportunities and implement plans for confirming sponsorships so that all sponsors will receive full benefit of brochure advertising for meetings. Sponsors' commitment forms must be completed and submitted to staff at least 2-3 months prior to conferences in order to include their information in the conference brochures.

CLE Conference Planning [Contact – M]

Keep in mind that, while the person who will be the Section Chair during a proposed conference is given as much choice as possible, the staff must follow ABA procedures and ensure that the meetings are planned in a manner that results in a positive budget balance. Only ABA staff may arrange contacts and contracts with hotels, vendors, or event providers.

Site selection process:

1. Section Chair* proposes locations and 3 sets of dates for the fall or spring conference. NOTE: Allow a minimum of one month between the end of the Spring Conference and the beginning of the Trial Advocacy Institute
2. Section Chair* confirms with staff whether to hold a compacted or regular CLE schedule for the conference and discusses the suggested price range for the hotel's guest rooms
3. ABA staff members check the dates against religious holidays
4. Section staff submits the preferred dates and sites (and meeting/guest room requirements) to ABA Meetings and Travel to determine hotel availability and costs
5. Section staff discusses ABA Meetings and Travel's response with the Section Chair*; if none of the suggested options works, then the process begins again at #1.
6. ABA Meetings and Travel arranges with three hotels for (weekday) site visits by the Section Chair* and the Section Programs and Committees Manager.
7. Section staff contacts the local convention and visitors' bureau to arrange for event venues to be visited during the site visit
8. Section Chair* and Section staff agree upon the preferred site and Section staff works with ABA Meetings and Travel to contract the hotel, tours, events, etc.

In working with staff to select meeting sites being mindful of the following factors:

- Concentration of members in the area
- Length of commute to and from airports which affects member costs
- Geographic balance between east and west coasts
- Local sponsorship opportunities
- Attractiveness and affordability of the location to the people most likely to attend the meeting
- Meetings of other groups which we can anticipate will conflict. For example, Spring meetings could conflict with the American Academy of Matrimonial Lawyers (AAML) Annual Meeting, the American College of Family Trial Lawyers' meeting and the Florida AAML Chapter meeting
- Often, the Chair selects one city and one resort location for the year
- Plan site visits of hotel and local event locations with staff at least one year prior to the meeting. (The city's CVB usually accompanies)

- The maximum amount available for reimbursement for site visits in a fiscal year is in the budget passed by Council. Ask Section staff to assist you in determining the amounts budgeted for Chair, Chair-Elect, and Vice Chair.

*during the proposed conference

Staff Relations [Contact – D]. Become familiar with the duties of each staff member and their expectations for what you will need to do as Chair-Elect and later as Chair.

Other [Contact – D]. Keep in mind that other responsibilities may arise that are not listed here. Keep track of them and submit them to the Director to use in updating this list. Please note that the dates for deadlines may be subject to change.