

## **CHAIR-ELECT DUTIES AND RESPONSIBILITIES**

The Chair-Elect assumes office at the conclusion of the Section's Second Business Meeting at the end of the term as Vice-Chair. The Chair-Elect must be familiar with the responsibilities that are described in the Section bylaws and be prepared for many additional responsibilities as described below. The Chair-Elect should also be familiar with the Chair's responsibilities in order to be prepared to assume that office.

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

D- Director (Paula)

M- Senior Meeting Planner (Alissa)

C- Marketing and Communications Manager (Hilary)

A- Office Administrator (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 Vice-Chair and Secretary during the Annual, Fall, and Spring Conferences to discuss appointments to Section committees and appointments of Section liaisons to other entities.
- Submit your CLE appointments to staff by September. Determine your CLE Co-Chairs in a manner that ensures continuity with the Chair preceding you and the Chair following you. It is suggested that CLE Co-Chairs consist of one man and one woman and that they serve multiple years with only one new CLE Co-Chair being introduced in any given year. Cooperate with CLE Co-Chairs in scheduling dates for the CLE Committee planning meetings, which usually occur in August (for the following Spring) and February (for the following Fall).
- Submit your other committee chair appointments to staff by March 15. Since the incoming committee chairs need to submit budget requests for the following fiscal year by April, their appointments need to be sent and their acceptances received in time to generate their budget requests before the April deadline.
- Submit your liaison and committee member appointments (if applicable) to staff no later than June 1.

### **Nominating Committee** [Contact – D].

- Announce the Nominating Committee members for the following fiscal year at the 2<sup>nd</sup> Business Meeting of the Annual Meeting occurring at the end of your year as Chair-Elect.
- Serve as Chair of the Nominating Committee during your year as Chair-Elect.
- Contact the committee members in August to plan dates to convene to fill any vacancies created by the prior Annual Meeting election (if applicable) and for selecting a new slate of Council and Officers soon after the November 1<sup>st</sup> nominations deadline.

- Complete the selection of candidates to fill vacancies created by the prior Annual election (if applicable) by mid-September so that there is enough time for the Council to vote and for the newly elected person to take office at the fall meeting.
- Complete the selection of a slate of candidates by approximately March 1<sup>st</sup> so that the slate can be published in the Spring issue of *Family Advocate*.

**Annual Action Plan** [Contact – D]. Work with Section staff to finalize the Section’s Annual Action Plan that is submitted to the ABA Board of Governors Program and Planning Committee  
Deadline- Early October

**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. In the event of the absence of the Chair, the Chair-Elect runs the Council meeting.

**Finance Committee** [Contact – D]. The Chair-Elect serves on the Finance Committee and attends all meetings. Endeavor to master the ABA and Section financial reporting issues so that the Chair-Elect can work with the Financial Officer on both special financial projects, such as updating financial policies and procedures, as well as preparing the budget for his or her year as Chair.

**Budget Preparation** [Contact – D]. The Section budget for the following fiscal year is due in June under the bylaws. Meet with the Director and Finance Officer by early June to finalize the draft budget that will be submitted to Council at the Annual Meeting. [As stated in Appointments section above- it is important to make committee chair appointments well in advance of April so that those entities can submit budget requests for the following fiscal year.]

Deadline – Early June

**Meeting Attendance** [Contact – D]. Attendance is required at Spring, Fall and Annual Meetings. The Chair-Elect 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.

**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.

**Chair's Gift** Work with members of Council to select and contribute to the gift to be presented to the outgoing Chair at the Annual Meeting Awards Luncheon.

Deadline- June

**Officers/Council Meeting Planning** [Contact – D]. Select the dates of the Officers' and Council meetings for your year as Chair and announce the dates by the conclusion of your year as Chair-Elect.

Deadline – August

**Family Advocate Chair's Article** [Contact – C]. Work with staff and *Family Advocate* managing editor to write the Chair's article for the fall issue of your year as Chair.

Deadline – Early August

**Fall CLE Conference Brochure** [Contact – M]. Work with staff to finalize copy of the fall conference brochure for your year as Chair.

Deadline – Early July

**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.