

1. MEMBER SERVICES

General Scope – Develops recommendations for policies to ensure the prudent operation and management of membership entities and activities.

More specifically, the Committee shall have oversight responsibility, including review and recommendations regarding the annual plan and recommendations to the Board regarding requests from the following entities:

All Sections/Divisions and Forums

Standing Committee on Membership

Standing Committee on Meetings and Travel

Standing Committee on Bar Activities and Services and Division for Bar Services

Communications and Media Relations

Business Services – Standing Committee on Publishing Oversight

Center for Professional Development – Standing Committee on Continuing Legal Education

ABA Journal

National Conference of Commissioners on Uniform State Laws

Professional Services Division - Chicago, DC

Professional & Public Services Division - DC

Legal Career Center

In addition, the Committee shall have oversight responsibility for:

Meetings/Travel Programs – Monitors and makes recommendations regarding all meeting policies of the Association. Recommends the sites and dates of the Midyear and Annual Meetings and approves requests regarding the distribution of materials at these meetings.

Section and Division Bylaw Amendments – Reviews proposed amendments to section, division and forum bylaws for compliance with the Model Section Bylaws and Model Forum schedule and makes recommendations to the Board concerning their approval.

Membership – Oversees all matters pertaining to membership. Receives reports from the Standing Committee on Membership regarding membership, including recruitment and retention of members, dues structure, dues pricing, and state membership chairs. Monitors all membership eligibility procedures. Monitors policy concerning the use and control of the Association's membership lists and related information.

Communications – Evaluates the communications needs of the Association and develops recommendations to the Board for appropriate communications to address those needs.

Coordinates and monitors the effective implementation of communications to improve the standing of the profession and shape the Association's overall messages to its members, other bar associations, and the public.

Continuing Legal Education (CLE) – Retains oversight of the continuing legal education programs and services of the Association in accordance with Board-approved policies and procedures and as administered by the Standing Committee on Continuing Legal Education. Receives status reports from the Standing Committee on Continuing Legal Education and the Center for Professional Development, which include information regarding the development of Association CLE programs and services and the financial aspects of such programs and services. Hears and makes recommendations to the Board regarding appeals of requests for co-sponsored CLE programs denied by the Standing Committee on Continuing Legal Education.

Publishing – Retains oversight of Board-approved publishing policies and procedures of the Association, as administered by the Standing Committee on Publishing Oversight and ABA Publishing. Receives status reports from the Standing Committee on Publishing Oversight and ABA Publishing, which include information pertaining to the development, marketing, and sales of ABA publications and the financial aspects of such services.

Blanket Authority and Technical Commenting Authority.

2. PUBLIC SERVICE AND DIVERSITY

General Scope – Develops recommendations for policies to ensure the prudent management of entities responsible for diversity and elimination of bias, pro bono and public services activities, rule of law initiatives, public education and legal services. In addition, has oversight responsibility for the ABA Medal, awards, and contests.

More specifically, the Committee shall have oversight responsibility, including review and recommendations regarding annual plan and recommendations to the Board regarding requests from the following entities:

Diversity and Elimination of Bias

- Office of Diversity and Inclusion,
- The Commission on Women
- The Commission on Sexual Orientation and Gender Identity
- The Commission Disability Rights

Pro Bono and Public Services

Standing Committee on Pro Bono and Public Services

Commission on Domestic and Sexual Violence

Commission on Homelessness and Poverty

Commission on Immigration

Commission on Law and Aging

Standing Committee on Medical Professional Responsibility

Special Committee on Bioethics and the Law

Special Committee on Death Penalty Representation

Death Penalty Due Process Review Project

Standing Committee on Disaster Response and Preparedness

Standing Committee on Law Library of Congress

Standing Committee on Election Law

Commission on Youth at Risk

Center for Human Rights

Gun Violence

Center on Children & the Law

Law & National Security

Rule of Law Initiative

- Rule of Law Initiative (ROLI)
- Africa Law Initiative Council
- Asia Law Initiative Council
- Central European and Eurasian Law Initiative Council
- Latin America and Caribbean Law Initiative Council
- Middle East and North Africa Law Initiative Council

Public Education – Standing Committee on Public Education

Legal Services

- Standing Committee on Legal Aid and Indigent Defendants
- Standing Committee on Delivery of Legal Services
- Commission on Lawyer Assistance Programs
- Standing Committee on Group and Prepaid Legal Services
- Standing Committee on Lawyer Referral and Information Service
- Standing Committee on Lawyers' Professional Liability
- Standing Committee on Legal Assistance for Military Personnel
- Standing Committee on Paralegals
- Standing Committee on Interest on Lawyer Trust Accounts
- Working Group on Unaccompanied Minor Immigrants

Public Services Division

Office of the President

Division for Policy Administration

Governance & Public Services Group

Deputy Executive Director

Senior Strategy Advisor

Executive Director

3. IMPROVING THE PROFESSION

General Scope – Develops recommendations for policies to ensure the prudent management of planning for the Association and of entities responsible for improving the profession. In addition, has oversight responsibility for the development and planning for Association priorities.

More specifically, the Committee shall have oversight responsibility, including review and recommendations regarding annual plans and recommendations to the Board regarding requests from the following entities:

Center for Professional Responsibility – Standing Committee on Client Protection, ABA Lawyers' Manual on Professional Conduct, Standing Committee on Specialization, Standing Committee on Ethics and Professional Responsibility, and Standing Committee on Professionalism, Center for Professional Responsibility Coordination Council, Standing Committee on Professional Discipline.

Federal Judiciary

Center for Innovation

Standing Committee on Governmental Affairs Including Governmental Affairs Office.

In addition, the Committee shall be responsible for the following:

Co-sponsorships – Approves Independent Jurisdiction co-sponsorship of meetings and projects by the Association and any of its entities. The Board has authorized the Standing Committee on Continuing Legal Education to approve co-sponsorship of educational program, subject to the Board's guidelines.

Nominations – Proposes nominations to the Board for all positions to which the Board elects members.

Planning – Develops and oversees the operation of mechanisms for funding collaborative programming. Proposes and reviews the implementation of long range/strategic and short range/tactical plans of the Association. Serves as the point of contact with all Association entities relating to programs and planning. Assesses Association strengths, weaknesses, opportunities and threats by a) identifying needs, b) identifying responses to needs, and c) identifying relative priorities of responses. Evaluates the efficiency and adequacy of Association program and planning procedures and their implementation. Recommends annual Association priorities for activities to be undertaken by the Association.

Solicitation and Acceptance of Outside Contributions and Corporate Support – Considers appeals of ABA entities denied approval by the Executive Director to solicit or accept gifts, contributions or corporate support.

Program Support Funds – Will have oversight responsibility for the approval and oversight of Program Support Funds.

4. FINANCE AND INTERNAL OPERATIONS

General Scope – Develops recommendations for policies to ensure the prudent financial management of the Association’s resources. Upon Board approval of the recommended policies, oversees all financial activities of the Association, including, but not limited to: The General (Operating) Fund; Section Funds; Special Funds; the Fund for Justice and Education; and Long-Term Invested Assets. Ensures compliance with Board approved financial policies.

In addition, the Committee shall be responsible for oversight of ABA Advantage, Facilities, Human Resources, Insurance, Office of the General Counsel and Technology. This oversight shall include review of annual plans and recommendations to the Board regarding requests from these entities. More specifically:

ABA Advantage – In consultation with the Standing Committee on Membership, makes recommendations regarding and monitors all economic benefit programs designed to provide a savings or other such benefit to Association members and associates.

Facilities – Considers and makes recommendations regarding all matters involving the physical facilities of the Association.

Human Resources – Recommends compensation pool for employees as part of the annual budgeting process.

Insurance – Retains oversight of the various insurance programs of the Association and recommends revisions, as appropriate.

Office of the General Counsel – Provides oversight and guidance to the Office of the General Counsel regarding retention of outside counsel under Board-approved guidelines. Approves payment of outside counsel fees.

Technology – Evaluates the technology needs of the Association and develops recommendations to the Board for appropriate technologies to address these needs.

In addition, the Committee shall have oversight responsibility for:

Annual Budget – Recommends overall levels of General Revenue and programmatic expenditures each fiscal year. Reviews all proposed budgets in the Annual Plan to determine appropriate levels of committed resources, compliance with Association financial policies, and the implementation of cost efficient mechanisms.

Emergency/Supplemental Requests – Makes recommendations regarding emergency and supplemental requests.

Controls – Regularly analyzes financial performance as compared to established budgets and provides reports to the Board. Develops and recommends corrective action to the Board when required.

Systems – in concert with the Audit Committee, directs the development of accounting and financial reporting systems and ensures compliance with Board approved policies.

Grant Projects and Proposals – Serves as the finance Committee of the Fund for Justice and Education and, in that capacity, reviews the financial adequacy of grant proposals in comparison to desired objectives. Monitors the financial performance of all grant-funded projects against the approved grant budget.

Revenue Enhancements – Reviews efforts proposed to enhance and encourage revenues, and considers and makes recommendations to the Board as to the financial viability of new revenue enhancement programs.

Cost Efficiencies – Reviews and recommends cost savings efforts to enhance efficiencies throughout the Association.

a/o October 11, 2016