SECTION LEADERSHIP DESCRIPTIONS

In addition to the Section Officers (Chair, Chair-Elect, Vice Chair, Secretary, Content Officer, Budget Officer, Immediate Past Chair, and Section Delegates), described in Article V of the Section By-laws, the Section has the following leadership positions.

COUNCIL MEMBER DESCRIPTION

The Council of the Business Law Section is charged by the by-laws with “general supervision of the affairs of the Section and accordingly oversees the affairs of the Section and develops Section policy. This includes such matters as addressing the Section’s structure; authorizing the expenditure of Section funds; developing member benefits, products or services; planning strategically, both long-term and short-term; and responding to requests for sponsorship.

The appointment of Council members is one of the primary responsibilities of the Section’s Nominating Committee, and the development of future Council members is an important priority for the Section. The Council is composed of the Section Officers, and 20 members elected to the Council to serve staggered four-year terms, with five members elected to each “class”. The Council is elected by Section membership via a vote taken at the ABA Annual Meeting. Terms begin at the conclusion of the Business Law Section Annual Meeting and run to the conclusion of the Business Law Section Annual Meeting the year the term expires. Past Section chairs are honorary, non-voting, members of the Council.

As noted above, the primary responsibility of members of the Section Council is to oversee the affairs of the Section and to set Section policy. In order for the Council to perform its function, it is required that Council members actively participate, and accept the following responsibilities:

1) Attend every meeting (Midwinter, Spring and Annual) and the July telephonic meeting of the Council. Action of the Council is by majority vote and a quorum is required to conduct its business. According to the Section’s by-laws (Section 8.3), if a member of the Council fails to attend two successive meetings of the Council, the office may be declared vacant. Council members who fail to attend two consecutive Council meetings, or who fail to attend more than three meetings during their term, may be asked to resign their position.

2) Participate actively in the work of the Council Committee to which the member has been assigned, including participation at meetings and on conference calls held between meetings. By acceptance of a seat on the Council, the Council member acknowledges that his or her Council responsibilities may conflict with other Section activity, and agrees that Council responsibilities shall be accepted as such member’s primary Section obligation.

3) Promote the development and maintenance of key information resources for Section members through various programs.

4) Identify and advise the Section Officers on matters relevant to the operations of the Section.

5) Read and analyze all matters coming before the Council, including relevant matters on the agenda of the ABA House of Delegates which have been identified by the Section.
Delegates and with respect to such House of Delegates matters, recommend the Section's support or opposition.

6) Represent and advocate the interests of the Section.
7) Promote and attend Section business and social events.
8) Promote the Section's membership enhancement initiatives and its diversity goals and objectives.
9) Mentor future Council members and be available as a resource to Section Committee Chairs and other members of Section leadership as appropriate.

COMMITTEE CHAIR DESCRIPTION

The Section of Business Law functions through its committees. Committees are the primary vehicles for accomplishing the work of the Section in continuing legal education (CLE), publications, the advancement of the law and the profession, and the attraction and retention of Section members.

The appointment of committee chairs is one of the major responsibilities of the Section Chair, and the development of future committee leadership is an important priority for the Section Council.

Committee chairs ordinarily serve terms of three years. Appointments are within the discretion of the Section Chair, and are made by the incoming Section Chair during the six months prior to taking office. Although he or she may be considered for the position, there is no presumed or automatic succession of a committee vice chair to the position of committee chair. Terms begin at the conclusion of the Business Law Section Annual Meeting and run to the conclusion of the Business Law Section Annual Meeting in the year the term expires.

The primary responsibility of the committee chair is to ensure the fulfillment of the committee’s mission. If the committee does not have a mission statement, or if its mission statement is out of date or lacks clarity, then the initial responsibility of the committee chair is to create or revise it, in consultation with the committee and the leadership of the Section. In the case of the substantive committees, the mission statement should include:

- Developing and delivering informational resources for the benefit of committee members, including the latest developments and issues affecting their practice areas;
- Assisting in the development and improvement of the law and the legal system, including, where appropriate, interaction with government officials, the academic community, and business organizations;
- Education of both committee members and the members of the Section generally as to developments in the law affecting them and their practice areas, through committee and subcommittee meetings, committee-sponsored CLE programs, and publications;
- Attracting and retaining committee members; and
- Promoting the Section’s diversity goals and objectives.

In order to achieve these goals, the committee chair must lead by example. Thus the committee chair has the following responsibilities:
1) Foster the development and delivery of informational resources and updates to all members of the committee.
2) To attend every meeting of the committee (including both stand-alone meetings and meetings held at the Spring and Annual Meetings of the Section).
3) To arrange for the presentation of CLE programs at most or all Spring and Annual Meetings of the Section.
4) To communicate regularly with committee members via mail, list serves, and websites.
5) To promote and attend committee social events.
6) To develop other leadership within the committee, including one or more committee vice chairs and the chairs of subcommittees.
7) To coordinate and supervise the activities of his or her committee leadership.
8) To plan for the succession of leadership by identifying and recommending to the Section Chair one or more candidates for appointment as his or her successor.

In addition to his or her responsibilities as both leader and manager of the committee, a committee chair has the following responsibilities to the Section and its officers and Council:

1) To attend a high percentage of Council meetings at the Midwinter Leadership Meeting each January, the Spring Meeting of the Section each March or April, the telephonic meeting of the council in July, and the Section Annual Meeting each September.
2) To represent and advocate the interests of the committee to the Section leadership and to the Council.
3) To communicate regularly and as necessary with Section leadership and staff.
4) To report to the Council as requested on the activities and plans of the committee.
5) To prepare and submit in a timely fashion an annual budget for the committee, and to assist Section staff with budgeting for committee activities and expenditures.
6) To appoint Administrative Committee Directors to such other Section committees as may be directed by the Section Chair or the Council.
7) To promote the Section’s diversity goals and objectives.
8) To identify and bring to the attention of the Section Officers areas in which the committee’s expertise and the Section’s influence should be brought to bear on legislative or administrative proposals or developments.