

## **Become a Leader of the Section of Dispute Resolution**

*Seeking 2018-2019 ABA Section of Dispute Resolution Leadership Applications*

The Section of Dispute Resolution is seeking applicants from section members who are interested in taking on a leadership role with one of the Section Committees, as a member of the Section Council, or as an Officer of the Section, for the Bar Association year August 2018-2019. As a leader in the Section of Dispute Resolution you benefit from:

- Exhibiting your knowledge and reputation in the area of dispute resolution
- Demonstrating leadership skills with hands-on experience
- Establishing credentials as a leader in the field
- Contributing to thought leadership in the dispute resolution field
- Establishing lasting professional relationships
- Collaborating with a diverse group of dispute resolution professionals from the United States and around the world

### **Elected Officers and Council Members**

- The Nominating Committee is now accepting nominations for three at-large Section Council positions, and four Executive Committee positions: Delegate to the ABA House of Delegates, Budget Officer, Vice-chair and Chair-elect.
- Members of the Nominating Committee: Harrie Samaras (Chair of the Nominating Committee), Phillip Cottone, Vikram Kapoor, Ruth Glick, Richard Lord, Wayne Thorpe, Jillisa Brittan, and Serena Lee.
- Elections: The Nominating Committee presents a slate of nominees, although individuals may stand for election without being nominated by the Nominating Committee. Elections will be held this August at the Section's Annual meeting of membership.
- Terms and Responsibilities: (full descriptions follow):
  - Council members serve three-year terms and are expected to participate in four quarterly in-person meetings of the Council. In addition, Council members work on task forces, ad hoc and standing committees, as well as various other projects of the Section.
  - The Budget Officer, Vice-chair and Chair-elect positions serve one-year terms. Although not automatic, there has historically been a presumed succession from Budget Officer to Vice-chair to Chair-elect.
- Eligibility: To be eligible for the elected Council and Executive Committee positions, nominees must have been Dispute Resolution Section members for at least one year prior to nomination. Individuals may self-nominate or may be nominated by others by sending a: (1) cover letter; (2) brief biographical statement; and (3) summary of Dispute Resolution Section involvement/contributions **no later than March 23, 2018** to Dispute Resolution Section Director Linda Seely at [linda.seely@americanbar.org](mailto:linda.seely@americanbar.org).

### **Appointed Positions** (full descriptions follow)

- Appointed Officers: The incoming Section Chair appoints the Section's Long Range Planning Officer and Educational Programming Officer. These positions are typically at least two-year terms.
- Appointed Committee Chairs: The incoming Section Chair appoints Committee Chairs. These positions are ordinarily two-year terms.
- Individuals for either category of appointed position may self-nominate or may be nominated by others by sending a: (1) cover letter; (2) brief biographical statement; and (3) summary of Dispute Resolution Section involvement/contributions **no later than March 23, 2018** to Dispute Resolution Section Director Linda Seely at [linda.seely@americanbar.org](mailto:linda.seely@americanbar.org).

## COUNCIL MEMBER DESCRIPTION

The Council of the Section of Dispute Resolution is charged by the by-laws with “the powers and duties necessary for the administration of the activities of the Section, subject to the provisions of these bylaws and the Constitution and Bylaws of the Association.” 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. Council members have often served in other leadership positions in the Section, such as committee or task force chairs, prior to being nominated to the Council.

The Council is composed of the Section Officers, and 12 at-large 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 Section of Dispute Resolution membership meeting at the ABA Annual Meeting in August of each year. Terms begin at the conclusion of the Section of Dispute Resolution events at the Annual Meeting and run to the conclusion of the Section of Dispute Resolution Annual Meeting the year the term expires. Past Section chairs are honorary, non-voting, members of the Council.

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 (Fall, Midyear, Spring and Annual). 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 4.6), 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 Section of Dispute Resolution Committee to which the member has been assigned as liaison, 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.

The 2018-2019 council meetings are set as follows: in October (date and place to be determined); at the ABA Mid-Year meeting in Las Vegas, NV on 1/26/19; at the Section Spring Conference in Minneapolis, MN on 4/10/19; and at the ABA Annual Meeting in San Francisco, CA on 8/10/19.

## **OFFICER POSITION DESCRIPTIONS**

### **Chair**

The Chair shall preside at all meetings of the members of the Section and of the Council. The Chair shall appoint the chairs and members of all committees of the Section who are to hold office during the Association year. The Chair shall plan and supervise the activities of the Section subject to the directions and approval of the Council. The Chair shall keep the Council informed of the activities of the Section and implement its decisions. The Chair shall perform such other duties and acts as usually pertain to the office or as may be designated by the Council.

### **Chair-Elect**

The Chair-Elect shall aid the Chair in the performance of the responsibilities of the Chair in such manner and to such extent as the Chair may request. The Chair-Elect shall preside at meetings of the Section and the Council in the absence of the Chair. The Chair-Elect shall perform such duties and have such powers as usually pertain to the office or as may be designated by the Council or the Chair. In case of the death, resignation, or disability of the Chair, the Chair-Elect shall perform the duties of the Chair for the remainder of the Chair's term or disability. The Chair-elect shall chair the Committee on Committees and the Nominating Committee.

### **Vice-Chair**

The Vice Chair shall aid the Chair in the performance of the responsibilities of the Chair in the manner and to the extent the Chair may request. The Vice Chair shall preside at meetings of the Section and the Council in the absence of the Chair and Chair-Elect. The Vice Chair shall be the liaison between the Section and the Association staff with respect to the retention and maintenance of books, records, papers, documents, and information in any form and other property pertaining to the work of the Section. The Vice Chair shall keep a true record of the proceedings of all meetings of the Section and of the Council. The Vice Chair will chair the Section Advisory Committee.

### **Budget Officer**

The Budget Officer shall keep an accurate record of all income and expenditures of the Section. The Budget Officer shall monitor all accounts, reports, and other documents relating to Section funds, revenues, and expenditures and shall seek to make certain that all such accounts, reports, and documents are accurate and correct. The Budget Officer shall advise the officers and the Council as to the effect of any proposed action by the officers, Council or Section which in the judgment of the Budget Officer would have a significant impact on the financial condition of the Section. The Budget Officer shall prepare a projected budget for presentation to the Council at the time of the Annual Meeting or such other time as may be expressly fixed by the Council.

### **Section Delegates**

The Section Delegate shall represent the Section in the House of Delegates. At appropriate times, as determined by the Section Officers Conference, the Section Delegate shall serve on the Nominating Committee of the House of Delegates.

### **Long Range Planning Officer**

The Long Range Planning Officer will ensure that the Section Long Range plan is being implemented by being informed regarding the full range of activities of the Section and identifying and prioritizing new Section activities that achieve the plans goals and objectives. On an on-going basis the LRP Officer will recommend changes and updates to the plan. This position is appointed by the Chair, not by election of the membership.

### **Educational Programming Officer**

The Educational Programming Officer shall oversee the Section educational programming including CLE and planning calendar. The Educational Programming Officer shall review requests for co-sponsorship. This position is appointed by the Chair, not by election of the membership.

## COMMITTEE CHAIR DESCRIPTION

The Section of Dispute Resolution 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.

Committee chairs play a significant role in developing and approving programs and events for the Section of Dispute Resolution annual spring conference and are involved in planning distance-learning and in-person CLE programs and meetings related to their committee.

The Section of Dispute Resolution has more than twenty different committees. The Committees and link to Committee web pages are on our main committee landing page:

[http://www.americanbar.org/groups/dispute\\_resolution/committees\\_task\\_forces.html](http://www.americanbar.org/groups/dispute_resolution/committees_task_forces.html)

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 two 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.

Committee Chair terms begin at the conclusion of the Section of Dispute Resolution Annual Meeting and run to the conclusion of the Section of Dispute Resolution 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.

The Committee Chair ensures that a committee is active and functions effectively pursuant to the policies and procedures of the Section of Dispute Resolution and the ABA. The Committee Chair supervises, coordinates and retains the ultimate responsibility for Committee activities.