Central Kentucky Lawyer Referral Service  
Sponsored by the Fayette County Bar Association

Organizational Structure

Mission Statement:
The Central Kentucky Lawyer Referral Service (CKLRS) is a public service of the Fayette County Bar Association (FCBA). The CKLRS is a systematic information service designed to provide a way in which any person may be referred to a lawyer who is able and interested in rendering needed legal services. When a private attorney is not a practical solution, the Service may provide information about the availability of legal services in the community. As a result of an effective LRS program, participating attorneys will gain new clients; as well as, the FCBA will provide a worthwhile public service to the people of the greater Fayette County area. It is a goal of the service to raise the visibility and credibility of the Bar and its members.

Role of the CKLRS Committee:
The CKLRS Committee is charged with the supervision of the CKLRS. The committee is a standing committee of the Association and its members serve on a volunteer basis. The Committee is subject at all times to the supervision of the FCBA’s Board of Directors. The Committee meets at regular intervals during the year to review overall policy matters and CKLRS development, as well as to formulate and adopt all rules for the conduct and the operation of the CKLRS. The Committee shall be motivated to ensure that the CKLRS is doing all things practical to be a revenue generating program of the FCBA.

Proposed Committee Structure:
The Committee shall be comprised of ten volunteer attorneys. There shall be five members of the CKLRS; as well as, five non-members of the Service. The Chair shall be properly nominated and elected by the members of the Committee. The Chair must have served one year on the LRS Committee prior to being nominated and will have a term of two years, not to exceed a total tenure on the LRS Committee of three years. The Chair or an appointed Liaison shall report the activities of the CKLRS to the FCBA Board of Directors on a monthly basis at meeting times established by the FCBA Board of Directors.

Committee Attendance:
The Committee members shall make every practical effort to attend all meetings. There will be six meetings during the course of the year, one meeting every two months. Reminders of the meetings will be sent to all Committee members approximately two weeks prior to the meeting date. Committee members must notify the CKLRS Coordinator before missing a properly scheduled meeting. If a member accrues more than two unexcused absences during the course of the year or three excused absences an attendance report will be submitted to the Committee for further action. The individual attorney may appeal to the FCBA Board of Directors if they feel the situation warrants.
CKLRS Committee Structure (2)

Objectives:
1. Govern the Central Kentucky Lawyer Referral Service
   • Review and Revise Processes and Procedures
2. Develop and Recommend an Annual CKLRS Program Budget to submit to the FCBA
3. Monitor CKLRS Member Practices and Procedures
4. Monitor Member Recruitment Efforts
5. Monitor Program Marketing

Meetings:
The committee shall meet bi-monthly to carry out its mission and objectives of the said year. The schedule is listed below:
May 11, 2009
July 13, 2009
September 14, 2009
November 9, 2009
January 11, 2010
March 8, 2010