The Basics
The general job description: Collaborate with your Co-Chairs, Vice Chairs and Committee members and share responsibilities for meeting planning, content, and hosting; participating in webinars and publications; and participating in the comment process.

1. Committee Meetings
   - Hold once a month or bi-monthly as your particular area dictates
   - Provide value and opportunities for your members by enlisting engaging speakers, putting together interesting panel topics, including diverse speakers (considering both ABA/traditional diversity categories and also professional experience), and involving all members in Committee activities
   - Plan meetings in advance so that they can be advertised
   - Advertise meetings by getting out notices early through the Section webpage calendar listing of meetings, the Community email address (see note below), posting meeting information on the Section’s LinkedIn Group (https://www.linkedin.com/groups/3255628/), and (if you maintain an active LinkedIn profile and are comfortable doing so) posting meeting information to your personal LinkedIn profile
     - Meeting announcements should be sent as much in advance of the meeting as possible. The notice should include an outline the topics and any panel discussion for the meeting
     - Send and post a reminder announcement a week or so before the meeting
     - Make the location for the meeting clear
     - Provide a call-in number for those who must attend remotely
   - If it is a lunch meeting with lunch served, remember to provide a means for attendees to pay for their lunch.
   - If possible, get a headcount of in-person attendees and a best guess of the number of telephonic attendees, if a headcount for telephonic attendees is not possible. Send it to Patty Brennan. Make newcomers feel welcome

2. Committee Reports
   - Currently, we ask for three reports per year. The first report for the Fall Meeting can be your Committee Plan for the year.
   - Assign a Committee member, Co-Chair or Vice Chair responsibility for submitting your Committee’s report for each of the three Council meetings by the deadline set by the ABA staff (normally 45 days prior to the Council meeting)
   - The Division Co-Chairs will provide a template intended to make the reports more streamlined and easier to prepare.

3. Communications
   - Committee Website – Keep updated with relevant content. As of September 2018, the ABA website is under construction and, as a result, if you want to post material to your Committee page, please send it to Patty Brennan (Patty.Brennan@americanbar.org) and Brian Steiling (Brian.Steiling@americanbar.org)
• **Communities (formerly listservs):** We encourage you to use the Community email lists as your primary means of reaching committee members who are also members of the ABA and Section. The Community email lists replace the prior “listservs” which are slated for elimination after the roll out of the new ABA website. If you do not have or cannot find that list, please ask your Division Co-Chair for another copy. Using the Community email lists will ensure that your notices are being sent to new members to your Committee who sign up through joining a Community. Also, when people update their ABA profile as a result of a job change, for example, the new contact information will be on the Community email list.

The Community email lists only include members of the ABA and Section. If you would like to include non-ABA/Section members in your email distributions regarding Committee activities, you can either forward your invitations sent through the Community to them or “bcc” them on the email that is sent to the Community email list.

• **LinkedIn Group:** The Section’s LinkedIn Group is here: [https://www.linkedin.com/groups/3255628/](https://www.linkedin.com/groups/3255628/). Please use this Group as an additional means of reaching interested attendees for your meetings. Also, please consider posting photos or other interesting information from your meeting on the Group page. Please ask for permission before posting photos. The Section’s Social Media Guidelines are on the Section’s home page.

4. **Succession Planning**

• As a general rule, a Committee Chair serves a three-year term. This is not a hard and fast rule, but one we would like Committees to follow to permit active Vice Chairs and newer members to serve in leadership positions.

• It is a better practice to have Chairs “roll off” one at time to allow for continuity and for more seasoned Co-Chairs to assist incoming Chairs with Committee activities.

5. **Everything Else**

• Keep Section Officers and your Division (Co-)Chairs informed by including them on communications to your Committee members.

• Focus on Membership by encouraging those who attend your meetings or participate in Committee activities to join the ABA and the Section.

• Consider, as appropriate, establishing liaisons to other Committees. If the subject matter of your Committee “meshes” with another, a liaison can assist with identifying areas for collaboration (helps with meeting topics and planning!) and avoiding duplication. Non-substantive committees that would benefit from a liaison include:
  • Membership Committee
  • Young Lawyers Committee
  • Diversity Committee
  • Federal, State and Local Government Attorneys Committee
  • Produce Section Comment Letters when appropriate and submit to the Regulatory Coordinating Committee on time

• Have fun!
1. **Understand the ABA’s goals**
   - Goal 1: Serve our Members
   - Goal 2: Improve our Profession
   - Goal 3: Eliminate Bias and Enhance Diversity
   - Goal 4: Advance the Rule of Law

2. **Tips for Co-Chairing Committee meetings effectively:**
   - Have an agenda for every meeting. The agenda is a roadmap that will ensure your meeting serves its purpose in the time allotted.
   - As appropriate, include a discussion of “business items” during each meeting (e.g., the status of projects such as comment letters, publications, webinars, upcoming Section programs (Fall, FPI, and Annual Meetings), and any task forces.
   - Make sure those calling in can hear clearly; arrange microphones so speakers can be heard; either 1) mute all calls; or 2) ask callers to mute their phones (we find that the first option is more effective).
   - Be sensitive to the differing points of view of all our members. Remember that the Section is not an industry association, but a collection of procurement professionals from academia, public service, private practice, and industry.
   - Start and finish on time
   - Delegate but have realistic expectations of the amount of work that should be asked from each member given his/her respective responsibilities
   - Send any appropriate follow up action items from the meeting to members as soon as possible after the meeting
   - Evaluate the effectiveness of your committee activities from time to time. One way would be to ask members about their experience on the Committee
   - Say thank you often and celebrate successes
   - Have fun!

3. **A Good Co-Chair will:**
   - Be approachable and open to ideas
   - Communicate with Section Staff and members regularly regarding the Committee’s activities
   - Have knowledge of the Section’s organization and activities
   - Be tied into Section activities, leadership objectives, and resources
   - Delegate, including to new and junior Committee members. Keep as many committee members involved as possible
   - Show interest in all members' viewpoints
   - Respect confidences
   - Answer correspondence quickly.
   - Praise committee members (privately and publicly) for a job well done. If you would like the letter signed by the Chair send it up.
   - Supervise tasks until accomplished.
   - Have fun!