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

1. Committee Meetings and Events
   • Hold once a month or bi-monthly as your particular area dictates
   • Include discussion of “Business Items” on the agenda:
     o Section/Committee Comment letters in progress/completed
     o Section/Committee projects, e.g., books for publication
     o Section/Committee announcements (dates for upcoming meetings)
     o Opportunity for members to pose questions/share items of interest
   • Provide value and opportunities for your members by enlisting engaging speakers, putting together interesting panel topics, including diverse speakers (e.g., all members in federal, state, and local government lawyers, in-house counsel, private practitioners, and involving lawyers of color, women, persons with disabilities, persons of differing sexual orientations and gender identities, young lawyers, in-house counsel)
   • Legislative and Regulatory Report related to scope of committee
   • Committee activities
   • Plan meetings and events in advance so that they can be well promoted, but maintain sufficient flexibility in planning/topics to account for emerging issues
   • Promote meetings and events by getting out notices early through the PCL Connect secure system (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 include an agenda with Committee business items and a description of the topics and speakers for any presentations to be made at the meeting.

Send and post a reminder announcement about one week before the meeting.

Make the location and start time for the meeting clear (In light of the COVID-19 pandemic, any in-person meetings to be determined based on ABA guidelines; given the current pandemic no in-person meetings are to be scheduled through the end of 2020 absent express approval by the ABA).

- Provide a call-in number for those who will attend remotely.
- For Committee meetings where food and beverages will be available, note in the meeting announcements and plan in advance the means by which attendees can pay (recognizing that some Section members may by policy or preference need an option to pay).
- Obtain a headcount of in-person attendees plus at least a reasonable estimate of the number of phone attendees if a precise headcount is not possible, and email this data to Patty Brennan.
- Make newcomers feel welcome and remind them of the benefits of belonging to the ABA PCLS.

2. Committee Reports

- Currently, we ask for three reports per year. The first report for the Fall Council Meeting may 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 two months in advance of 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 on PCL Connect.
- Communities: We encourage you to use the PCL Connect secure system as your primary means of reaching committee members who are also members of the ABA and Section.
Using PCL Connect will ensure that your notices are being sent to new members to your Committee who join your Community. Also, when members update their ABA profile as a result of a job change, for example, their new contact information will be updated and included. The Community includes members of the ABA and Section. If you would like to include non-ABA/Section members in your email distributions regarding Committee activities, you may forward your invitations sent through the Community to them.

**HOW TO USE PCL CONNECT**

1) Log into PCL Connect.
2) Under the blue navigation bar in the Latest Discussion Posts, click the blue Add button.
3) On the Post a Message page, verify your group is in the To section. Use the dropdown on the right of that field to select another group (if necessary).
4) If you want to notify one other PCL group simultaneously, use the dropdown in the Cross Post To box.
5) Add a subject for your discussion.
6) Type your message within the text box.
7) Verify your signature.
8) Add attachments (if applicable).
9) Click the blue Send button to send the message to the PCL Connect group(s) you selected. **Note:** Discussions are posted to the group(s) page(s) immediately. Emails are sent to group members based on that member's individual communication preferences settings (immediate, daily digest or no email) within PCL Connect. Those members set to no email can log into PCL Connect at their leisure to see discussions posted on page.

- **LinkedIn Group:** The Section’s LinkedIn Group is here: https://www.linkedin.com/groups/3255628/. Please use this Group as an additional means of reaching interested attendees for your meetings. Also 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.

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

4. **Succession Planning**

- As a general rule, a person can serve as a Committee Chair for no more than three years. This is not a hard and fast rule, but generally will be followed to permit active Vice Chairs and newer members to serve in leadership positions.
- Chairs should serve staggered terms so that not all will “roll off” at the same time, thus providing some continuity and positioning more seasoned Co-Chairs to assist incoming Chairs with Committee activities.
- Succession planning should also take into consideration whether Vice Chairs are active to permit active Vice Chairs to continue to serve in leadership positions while permitting newer members an opportunity to serve in leadership positions.
- The Committee’s quarterly reports to the Council should include each Chair’s date of appointment.

5. **Everything Else**

- Produce Section Comment Letters when appropriate and submit to the Regulatory Coordinating Committee on time
- Encourage and undertake Committee or Committee member book publication projects in coordination with the Publications Board
- 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
Advanced

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:**
   - 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; federal, state, and local government; the judiciary; 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

3. **A Good Co-Chair will:**
   - Be approachable and open to ideas
   - Communicate with 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 a thank you letter signed by the Chair, please send it for review and signature.
• Supervise tasks until accomplished
• Have fun!