Chair Duties and Responsibilities

The Chair assumes office at the conclusion of the Section's Second Business Meeting at the end of the term as Chair-Elect. The Chair must be familiar with the responsibilities that are described in the Section bylaws and be prepared for many additional responsibilities as highlighted below.

NOTE: The codes used for the primary staff contacts are—
D- Director (Paula)
M- Programs and Committee Manager (Alissa)
C- Marketing and Communications Manager (Hilary)
A- Meetings and Committees Assistant (Carrie)

OVERALL RESPONSIBILITIES

- **Chair's Articles for *Family Advocate*** [Contact – C and Deborah Eisel, Editor]**:**
  - Deadlines-

Fall 09:	August 14, 2009
Winter 10:	November 5, 2009
Spring 10:	February 15, 2010
Summer 10:	May 15, 2010

  - Column length is about 750 words plus a brief bio

- **Chair's Articles for *eNewsletter* (as needed)** [Contact – C]:
  - Deadlines- Middle of each month.

- **Appoint Council members as Liaisons to Section Committees** [Contact – A]:
  - Deadline- Early August

- **Create Chair's letter to be used in welcome packets for new Section members** [Contact – C]:
  - Deadline- Early August

- **Create Chair's letter to be used in cancellation packets (sent to those whose membership expires)** [Contact – C]:
  - Deadline- Mid-August

- **Attend the fall Section Officers Council (SOC) meeting** [Contact – D]**,** which is generally held in early September in Chicago. This meeting serves to assist officers to understand their responsibilities, suggest ideas for planning their year, and provide opportunities to network with their cohorts from other ABA sections and division.

- **Finalize the Annual Action Plan that is submitted to the ABA Board of Governors Program and Planning Committee** [Contact – D]

- Deadline- Early November

- **Special Reports/Requests to the ABA Board of Governors (when applicable)** [Contact – D]**:**
  - Deadlines are approximately-
    - October 1st
    - January 10th
    - May 20th
    - July 10th

- **Oversee creation of Agenda for Officers and Council Meetings** [Contact – D]**:**
  - Deadlines-
    - Officers' Agenda- One to two weeks prior to meeting/call
    - Council Agenda- Approx. 4 weeks prior

- **Respond to requests for appointments to other entities** [Contact – D]: (As needed)

- **Respond to requests for donations from other entities** [Contact – D]: (As needed)

- **Respond to requests for reimbursement exceptions (with Financial Officer)** [Contact – D]**:** (As needed)

FALL & SPRING CONFERENCE RESPONSIBILITIES

- **Site visits for each meeting venue** [Contact – M]
  - Plan site visits of hotel and local event locations (city's CVB usually accompanies)
    - **Deadline- At least 1 year prior to meeting** (*Strongly Recommended before contract is signed*)

- **Host Committee:**
  - Meet with Host Committee regarding expectations (i.e. Dine-Arounds, events, etc.) [Contact – M]
  - Provide staff with names to be added to host committee list serve [Contact – C]
    (Chairs will be needed in June [of prior year] for Redbook submission [Contact – M]*)*
  - Work with Host Committee and Section staff to notify the local bar (i.e. Chair of FL Section & Executive Director) in each meeting city to inform of our presence and announce our goals of conference. [Contact – C]
    - **Planning begins at least 4-6 months prior to conference**

- **Begin planning for Sponsorships/Exhibitors at Fall & Spring meetings** [Contact – M]**:**
    - Solicit Host Committee for ideas
    - Create list of persons/firms to approach
    - Share solicitation with Sponsorship Committee
        - **Deadline (for all of the above)- At least 4 months prior to conference**

- **Brochures for Fall and Spring conferences are mailed 10-12 weeks before meeting** [Contact – M]**:**
    - Chair's letter
        - **Due 3 months prior to conference**
    - Finalize Sponsorships to be printed in brochure.
        - **Due 3 months prior to conference**

- **Plan Special Awards** [Contact – M]
    - Plan and work with staff regarding any special awards (i.e. Friend of Family) to be presented. Determine gifts, certificates and/or acknowledgements. (Also notify staff if photographer or any other special requirements are needed.)
        - **Deadline- 2 months prior to conference**

- **Menu Selection & Approval** [Contact – M]
    - Select menus for Chair's suite receptions
    - Approve all other menus provided by staff
        - **Deadline- 1-2 months prior to conference**

- **Prepare e-mail notification of upcoming conference** [Contact – C]**:**
    - Chair should write a letter inviting all Family Law members to attend our upcoming Section meeting(s). Letter will be disseminated to all Family Law members via e-mail. (*May also consider promo/invite to TeleConferences.*)
        - **Deadline- 4-6 weeks prior to conference**

- **Meetings** [Contact – D]**:**
    - The Chair presides at the Officers' and Council meetings and should attend the meetings of the Finance Committee, the Committee Chairs and Vice Chairs, the Long Rang Planning Committee, Scope Committee, Diversity Committee, and the Committees' Lunches. It is also recommended that Chair visit the meetings of the Publishing Board, *Family Law Quarterly* Board, and *Family Advocate* Board.

- **Optional** (Chair's discretion)**: Post-Conference Survey** [Contact – C]
    - If the Chair chooses to provide a follow-up survey, that survey and a Chair's "thank you" should be sent by e-mail to all meeting attendees.
        - **Deadline- 1-2 weeks following conference**

- **Optional** (Chair's discretion)**: Post-Conference Thank You Letters** [Contact – A] In the past, the Chair has sent personal thank you letters to those most intimately involved with each meeting (i.e. hotel, host committee, speakers, etc.) Staff will provide Section letterhead for mailing purposes.
    - **Deadline- Suggested 1-2 weeks following conference**

OTHER MEETING RESPONSIBILITIES:

ANNUAL MEETING

- **Annual meeting brochure is included in the Spring issue of *Family Advocate*** [Contact – M]**:**
    - Chair's letter and Sponsorships to be printed in brochure
        - **Deadline- early March**

- **Awards for Annual Luncheon** [Contact – M]**:**
    - Select Chair's awardee and work with staff on other awards/certificates to be presented at Annual Luncheon
        - **Deadline- early May**

- **Chair's speech at Annual Luncheon** [Contact – C]**:**
    - Work with staff regarding Chair's remarks for luncheon presentation.
        - **Deadline- early July**

INSTITUTE

- **Travel to opening weekend of Trial Advocacy Institute in Denver, CO, if needed** [Contact – M]
- **Additional responsibilities to be determined**

[Please note that the dates for deadlines may be subject to change]