

## ABA Family Law Section Committee Leadership

### CHAIR RESPONSIBILITIES

As a Chair, you, either individually or as delegated by you, will have the following duties and responsibilities:

1. Keep in mind the mission of the Section in all of your activities, which is "to be the preeminent voice on marital and family law issues."
2. Always be mindful of the Section's Long Range Plan when performing your duties.
3. Attend the Section's Fall and Spring meetings, as well as the Annual meeting of the ABA. (See [Calendar of Events](#)) Have a Committee meeting at the Fall and Spring meetings, and maintain minutes from each meeting. Share the meeting minutes with your committee via your committee's list serve and on your committee's homepage.

**If you cannot attend a meeting**, make sure the Vice Chair (or Executive Member) will be able to attend and run the meeting.

4. Be responsive to and seek advice from your ABA Section of Family of Family Law Council member liaison and your Scope Committee member liaison. (You will be assigned a liaison from Council and Scope each year.)
5. Develop and produce Committee CLE programs to be presented at either the Fall or Spring meetings of the Section, and for Section teleseminars. Proposals are initially presented to the CLE Committee for review and approval as to topic and date of presentation. It is expected that each committee will have at least one Committee CLE presentation each year. Remember the Section's Diversity Plan when selecting presenters.
6. Post materials on the Section's Online Resource Center regarding the committee's area of expertise.
7. Author articles for the Section's publications, such as the *Family Law Quarterly*, *Family Advocate* and the Family Law e-Newsletter.
8. Maintain as an active outreach to the majority of our members, the Committee List serve. Communicate with the membership, at least monthly, activities of the committee, new developments in the area of the committee's expertise, seeking CLE topics and presenters, discussions of issues related to the committee's domain, and other matters of interest to members. Remember that less than 10% of the membership attends our meetings and their main contact with the Section is through our publications and the Committee list serve.
9. Develop and continually review a long range plan for the committee consistent with the Section's Long Range Plan.

10. Make sure to fill out and send in your tri-annual reports to Scope and Council, due before each of the three meetings each year. This is the primary way Council is aware of each committee's activities.