

## **ABA Family Law Section Committee Leadership**

### **VICE-CHAIR RESPONSIBILITIES**

As a committee vice-chair, please commit to using your leadership position as a Section membership recruitment and retention tool. The Section Officers and Council believe that committee affiliation is a valuable membership benefit. As Vice-Chair, you will be assisting the chair in fulfilling his or her responsibilities as shown in the list below. Some of the responsibilities are as follows:

1. Committee leaders must plan to attend committee meetings during their year of service in conjunction with the Section's CLE Conferences, as well as the Annual Meeting. For specific dates, please see our [Calendar of Events](#).

As vice-chair, you will assist the Chair on the committee status reports that are due three times a year (Fall, Spring, and Annual).

If you are unable to attend a meeting, please make sure to ask another executive member to do so and to conduct your meeting and take minutes.

2. All substantive committee meetings held at Fall and Spring Meetings are open to all registrants. As vice-chair, you will serve as an ex-officio member of our Member Benefit Development Committee to ensure that interested Section of Family Law members that attend meetings become committee members. You should also recruit non-members to become Section members and then sign them up for committee membership.

3. You should also assist the Chair to coordinate committee members to post materials on the Section's Online Resource Center to build this library of knowledge for the use of all Section members. The Section staff will be happy to assist you in arranging to post materials.