

## **RESPONSIBILITIES OF MEMBERS OF COUNCIL**

1. Section and Council Meetings
  - Council Members are expected to attend the Spring and Fall Section Conferences and the Annual ABA Meetings.
  - They are expected to attend all Council meetings held in conjunction with such conferences/meetings.
  - They are expected to have read the Agenda Books and supporting material prior to the Council meeting and be prepared to discuss the issues at the meeting.
2. The in-coming Chair, with the assistance of the Officers, shall assign each Council Member to be liaison to at least one non-administrative committee. As liaison, the Council Member shall:
  - Contact the Chairs of those committees prior to the fall, spring, and annual Council meetings and offer to assist those committees as may be necessary.
  - Attend those committees' meetings.
  - Make recommendations to the Officers regarding committee leadership for future years.
  - Assist the Scope & Correlation Committee as needed to make certain committee reports are completed.
3. Each Council Member shall serve as an ambassador for the Section, seeking to retain current members and promote the Section to attract new members.
4. The Section shall have an orientation meeting for new Council Members every year, preferably at the Annual Meeting.
5. Council members shall familiarize themselves with the contents of the Section Administrative Guide (distributed by staff and available on the Website) that contains key Section information, such as Bylaws, Financial Policy, Fiscal Year Budget, and Council and Committee leadership rosters.
6. Council members should submit reimbursement forms for their attendance at fall and spring meetings in full compliance with the Section's reimbursement policy.
7. Our staff members are the backbone of our Section and should be treated with civility. It is important that Council Members not make unreasonable demands on staff.