

ELUL 2024 Section Elections

Draft Volunteer Position Descriptions

Chair:

The chair of the section serves a one-year term and coordinates all meeting agendas, presides at all meetings of the section and section executive committee, represents the section at relevant Board of Governor meetings, assists with the Mid-Year CLE coordination, reports on Section Leader and Board of Governor meetings addressing issues relevant to the section, and prepares the section's annual report, among other executive powers and performance of such other duties as are consistent with the Bar and section bylaws. At the conclusion of the chair's term, the chair advances to the role of immediate past-chair.

Chair-elect:

The chair-elect of the section advances to the role of chair, coordinates the Mid-Year CLE with co-chairs selected by the executive committee, selects up to five section priorities for the following year, and acts as back-up to the chair.

Immediate Past-Chair:

The past-chair facilitates the nominating committee for section elections, and assists with CLE coordination as needed, including the Mid-Year CLE, mini CLEs, and one-day CLE.

Treasurer:

The Treasurer works with Bar staff to ensure that the section complies with the Bar fiscal policies and procedures, works with the Bar to prepare the section's annual budget and with the executive committee to approve the annual budget, reviews the section's monthly financial statements for accuracy and comparison to the approved budget, and reviews and facilitates contracts with sponsors and venues for all section events.

Secretary:

The Secretary takes minutes at all meetings of the section and section executive committee, sends calendar invites and virtual links for the meetings, and provides approved minutes to the Bar for publication and record retention.

At-Large:

At-Large members serve three-year terms and prepare for, attend, and participate in monthly one-hour executive committee meetings, and are encouraged to volunteer for one to two additional duties to support the section priorities throughout the year. These optional volunteer duties include, but are not limited to, preparing legislative updates during the legislative session; planning or presenting at mini CLEs; assisting with planning or presenting at the Mid-Year CLE and one-day CLE; contributing to the section blog on an annual basis; updating and managing the section social media, website, and blog; preparing, facilitating, and awarding scholarships to the Mid-Year CLE and law clerks; assisting the section's young lawyer liaison with one to two networking events; coordinating the writing competition; soliciting sponsors for section events; and selecting, coordinating, and reporting on volunteer activities, such as trail work, pro bono opportunities, or law student advice. At-Large members may serve as Secretary or Treasurer by appointment of the executive committee.