



LBA Section Chair | Job Description

General Section Chair Responsibilities:

- Must be a member, in good standing, of the LBA.
- Must be a member of the section.
- Confirm dates with CLE Director for the entire calendar year. These dates can be changed if needed, but a tentative schedule must be in place
- Attend all section activities
- Attend LBA events, as schedule permits
- Recruit new members for the section and/or membership
- Recruit a successor for your position
- Advise LBA CLE Director as needed

CLE Program Responsibilities:

- Select a program chair for each seminar, if needed
- Ensure topic and speakers are secured (1st day of the month prior to the CLE, except May and June)
- Submit CLE Summary sheet to CLE Director by the deadline date listed (1st day of the month prior to the CLE, except May and June)
- Collect course material from all speakers and submit to CLE Director **ONE** (1) week prior to seminar date, unless otherwise noted
- Secure written permission for CLE program to be recorded and/or live streamed and stored on the LBA's online CLE catalog

Meeting Responsibilities:

- Conduct section meetings at least once on a quarterly basis; some sections meet monthly
- Provide CLE Director with details about the meeting (speakers' names, agenda, etc.) for advertising purposes (due by the 1st day of the month prior to the event, at the latest)
- Provide follow-up information to the CLE Director regarding the meeting

Bar Briefs Article(s):

- Submit at least one (1) substantive article; see guidelines for more information

Public Service:

- Participate in at least one (1) public service project each calendar year. This project can be developed by your section or may be a project developed by the LBA Public Service Committee; see attached list

Additional Responsibilities as a Section Chair:

- Ensure continuity in section strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular section meetings, also attend LBA Board of Directors meeting at least once per year, as scheduled
- Work with other sections and/or committees to address strategic issues
- Seek opportunities outside the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.

