

LBA Section Chair | Leadership Responsibilities

CLE PROGRAM RESPONSIBILITIES:

- Select a program chair for each seminar, if needed.
- Ensure topic and speakers are secured (1st day of the month before the CLE, except May and June).
- Submit the CLE Summary sheet to the CLE Director by the deadline date listed (1st day of the month before the CLE, except May and June when the deadline is April 1).
- Collect course material from all speakers and submit it to the CLE Director **ONE** (1) week before the seminar date, unless otherwise noted. ALL CLE programs must have written materials per SCR 3.650(2)(h).

MEETING RESPONSIBILITIES:

- Conduct section meetings at least once every quarter; 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 before 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 on or before the deadline given to you (see editorial calendar).

PUBLIC OUTREACH PROJECT:

- Participate in at least one (1) public service project each calendar year. This project can be developed by your section, or it may be a project developed by the LBA Public Service Committee; see attached list.
- You may be asked to participate in an LBA-wide initiative based on your practice area (e.g. clinics).

LBA BOARD REPORT:

- Use the provided report to submit at least one (1) week before the scheduled Board Meeting (a calendar will be provided). This report will be used as a recap for the following issue of *Bar Briefs* and/or social media posts.

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.
- 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.
- Ensure that all programs and offerings remain aligned with the LBA's commitment to diversity, equity, and inclusion.