

## 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 the 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 (1<sup>st</sup> day of the month prior to the CLE, except May and June).
- Submit the CLE Summary sheet to the CLE Director by the deadline date listed (1<sup>st</sup> day of the month prior to the CLE, except May and June).
- Collect course material from all speakers and submit it to the CLE Director **ONE** (1) week prior to the seminar date, unless otherwise noted.

### 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 1<sup>st</sup> 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 it 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 meetings 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.

