

## GUIDELINES FOR SECTION ADMINISTRATION

### PURPOSE

The SDCBA's vitality is dependent upon the effectiveness of the leadership of the sections and committees. The majority of the Association's educational programs, leadership on issues of importance to the profession and opportunities for development of professional relationships are produced by sections and committees. These guidelines were created to encourage the continued growth and effectiveness of the sections.

### SECTION ADMINISTRATION

The section should be governed by an executive council consisting of the section chair, three vice chairs, and such other executive council members as needed by the section. The chair-elect (who will also serve as a vice chair) shall be elected by the section membership and shall automatically succeed to the office of chair.

The three vice chairs will have the following areas of responsibility:

1. Membership and Communications,
2. Meetings and Programs, and
3. Policy and Legislation

The executive council shall coordinate the programs and plans of the section and shall be responsible for advising the Board of Directors on matters which require special knowledge held by members of the section. The executive council will have full authority to act for the section. The executive council will hold at least 4 meetings per year. The Executive Council will be responsible to and will report to the section's board liaison, or if the liaison so requests, the Board of Directors.

The section chair is expected to submit semi-annual activity report forms to the board liaison. The initial semi-annual report form should describe the section's annual plan for the year. Samples of the semi-annual report forms are attached.

The Executive Council may establish within the section such committees or task forces as it deems appropriate to serve the needs of the section's membership or to promote the objectives of the SDCBA.

#### SECTION MEETINGS AND PROGRAMS

The section membership shall hold at least four regular meetings each year. Regular meetings may be held in conjunction with continuing legal education programs. The section should consider sponsoring or co-sponsoring a major substantive education program annually.