

## San Diego County Bar Association Committee Chair Guidelines / Expectations

The San Diego County Bar Association Board (“SDCBA”) appreciates your willingness to serve as a Committee Chair. **Your key responsibility is the accomplishment of your mission and goals, by delegation and involvement of all committee members.** Committee chairs are appointed by the President for a one year term, from January through December. Article IV, Section 25 (attached) of the SDCBA bylaws contains important additional information about committee role, policy authority, etc. Please become familiar with those bylaws, to ensure positive and effective communication between the Board and committee during the year. Below are the guidelines and expectations for Committee Chairs. The Board and staff look forward to working with you! Thank you for your willingness to serve.

### **Guidelines / Expectations:**

1. At the beginning of the year, meet with the Board liaison and staff liaison. Discuss/clarify the committee mission and any suggested variations to it, any anticipated or initial needs, and strategies to achieve the committee’s goals.
2. Attend the SDCBA Committee Chair Orientation and Breakfast.
3. Call and chair all committee meetings; appoint a substitute chair, as needed. (The Chair may appoint a Vice-Chair, after consultation with the President, and with the understanding that there is no automatic succession.)
  - a. **Notify Committee Members of All Meetings** - The Chair is responsible for notification of meetings to all those on the SDCBA committee roster. This can be accomplished by providing the meeting date to the staff liaison for notification of members. *A reminder call or fax to committee members, or to their secretaries, the day before the meeting ensures better attendance.*
  - b. **Prepare a Written Agenda** - The **written** Agenda for the first committee meeting of the year should include a brief orientation for new members and an oral review of the Charge. Introductions should be part of the first *and second* committee meetings’ Agendas, to ensure that all members know each other. **Written** agendas should be distributed at or prior to all meetings.
  - c. **Keep Minutes** - A Committee member should serve as Secretary, to record each meeting’s minutes. The minutes – and any items distributed at the meeting – shall be mailed *within 10 days* after the meeting to all those on the roster including the Board and staff liaison. *\*Tip: Appointing a rotating secretary to each meeting gets all committee members involved and shares the workload.*
  - d. **Submit Reports** - Submit Midyear and Annual Report to Board of Directors.
4. Send copies of minutes and *all non-routine* correspondence, received in capacity as an SDCBA committee chair, to the staff liaison. Alert the Board liaison and/or Executive Director to concerns or policy issues that arise.
5. Report to, and represent the committee to, the Board of Directors.
  - a. Submit short, mid-year report on progress towards accomplishment of the mission. Identify any assistance needed or issues that have emerged.
  - b. Submit a Year-End Annual Report to the Board that includes accomplishment of the mission, recommendations about the next year’s charge, and assistance for the Board and President in determining sunsetting or continuation of the committee.
6. Consult with the Board liaison and/or Executive Director when drafting Association policy recommendations regarding process, timelines, etc. (*Only the Board may take public and/or policy positions on behalf of the Association.*) The Chair should be cognizant that the Board liaison’s role is to be of assistance to the chair and to be an objective conduit of information from and to the Board.
7. As an SDCBA leader, participate in SDCBA activities and events and encourage committee support of such (aka “has some fun!”)
8. **For Appointed Committees Only** - Contact committee members who have missed more than two consecutive meetings without notifying the chair. Review committee member attendance *quarterly*. Alert the President, via the Board liaison or Executive Director, if a replacement should be appointed by the President. *Note: This is important both in terms of having enough members to do the work and for committee morale.*

Please contact your SDCBA Board or staff liaison with queries, needs and to problem-solve as your year unfolds.

**Thank you again for your service!**