

RESPONSIBILITIES OF MTLA BOARD MEMBERS

A board member will discharge his or her duties prudently, in good faith and in the best interests of MTLA. A board member will give careful thought and consideration to all proposed policies, decisions and actions, and vote according to his or her conscience. In addition, each board member will:

1. Make attendance at meetings of the MTLA Board a top priority. This is a governing board; a quorum is mandatory when voting.
2. Financially lend support to MTLA in a manner and at a level that is consistent with the board member's abilities, and at a minimum be an Eagle level member. Board members are asked to consider their membership level, attend MTLA sponsored seminars, provide funding when asked by the board, pay for your own transportation, room and meals when attending board meetings, and pay a proportional share of the expenses incurred for such things as dinners connected with the seminar, to include expenses of guests.
3. Solicit funds from fellow members when requested.
4. Either chair a committee or serve as a member on at least one committee, and participate in MTLA functions.
5. Lead by example and help identify funding sources that can be cultivated and solicited to enhance programs at MTLA.
6. Be knowledgeable about the needs and issues of MTLA and the the MTLA PAC, and understand the relationship between the two. Board members are expected to contribute significantly to PAC activities for civil justice issues and candidates.
7. Serve as a representative of MTLA actively seeking ways to strengthen linkages between the organization and the membership.
8. Serve as an ambassador for the organization, initiating interaction increasing interest in MTLA among potential members.
9. Sign and abide by the Board Member's Conflict of Interest Policy.

ANNUAL MTLA BOARD ACTIVITIES AND RESPONSIBILITIES

AUGUST

- * Board Meeting - new members welcome, but no voting rights (Board meetings are the afternoon preceding MTLA convention)
- * New Board members assume office at the MTLA Membership Luncheon (Friday

of the Annual Convention) and attend Board orientation at that time.

* Board Officers Elected at special Board meeting immediately following the MTLA Membership Luncheon (Friday of the Annual Convention)

SEPTEMBER/OCTOBER

* Executive/Finance Committee meets, usually by conference call, to prepare MTLA Annual Budget (Fiscal year is October 1 - September 30)

OCTOBER/NOVEMBER

* Regular Board meeting (Board meetings are Thursday afternoon preceding MTLA Seminars)

** Individual Board member tasks/responsibilities:

- Prepare for the Board Meeting:

Review minutes of previous meeting

Review financial reports

Review agenda and attachments

- Attend Meeting:

Discuss and approve budget (annual agenda item for autumn meeting)

Discuss and approve any raises for MTLA staff

Participate in discussion of agenda items

Volunteer/assigned to committee

Chairs of each committee report to full Board

Volunteer/assigned to particular task

- Speaker Dinner (Held the evening before each seminar)

Attend dinner

Board members are responsible to pay the pro-rata cost of meals for all attending dinner

- Attend Seminar

DECEMBER

* Donations from Board members for Christmas Bonus for MTLA staff

JANUARY/FEBRUARY

* Regular Board meeting

** Prepare for and attend meeting, attend speaker dinner, attend seminar

** In addition to what occurs at each meeting, specific agenda items for the Winter Meeting include:

- Reminder that nominations for Board members will be discussed at Spring Board meeting; discussion of which members plan to seek reelection, how many

open seats there will be, contacting potential Board members

- In Legislative years, discussion of session update and call for help on various items

MARCH/APRIL

* Regular Board meeting

** Prepare for and attend meeting, attend speaker dinner, attend seminar

** In addition to what occurs at each meeting, specific agenda items for Spring Meeting include:

- Selection of nominations for Board members that will be sent to the membership 60 days prior to the Annual Meeting
- Discussion of AAJ Governor and State Delegate positions
- Begin discussion of awards to be given at the Summer Convention

MAY

* Email or conference call to select nominees for open Board, AAJ governor and State Delegate positions

JUNE/JULY

* Conference call to select MTLA award recipients

ACTIVITIES BETWEEN MEETINGS

- * Committee conference calls and performance of assigned tasks for committee
- * Financial contributions to legislative, judicial candidates
- * Financial contributions to PAC
- * Increase individual MTLA membership dues level
- * Call individuals to encourage them to attend MTLA seminars
- * Recruit new members, contact existing members to increase dues level
- * Assist with legislative session
- Testify
- Arrange for clients to testify
- Contact legislators about particular issues, bills
- Email/telephone legislators when time to vote