

## **WCBA SECTION AND COMMITTEE CHAIRS DUTIES AND RESPONSIBILITIES**

As the elected or appointed Chairs of the Sections and Committees of the Westchester County Bar Association, you occupy positions of trust and responsibility to our membership to advance the purposes of our Association.

Your efforts are deeply appreciated by the members of the Association and its Officers and Directors. The WCBA, like many other bar associations, is evolving and faces new challenges. In our continuing efforts to meet those challenges and to improve our Association's ability to provide services to its members and the general public, we set out for your information and guidance the following duties and responsibilities of Sections and Committee Chairs:

1. Seek to grow the membership of your own Sections or Committee from existing WCBA members, attract new members to your Committee/Sections who are not yet members of the WCBA and encourage them to join our Association because of their special interest in your Sections or Committee. 2. Conduct at least one meeting in each fiscal year with the Officers or Executive Committee of your Sections or Committee to review the past year and plan events for the next year. This meeting, to the extent possible, should be held in the late spring or early summer so that the dates of your meetings and CLE programs throughout the fiscal year can be established. Before being finalized, these dates should be coordinated through the WCBA Executive Director and CLE Coordinator to avoid substantial scheduling conflicts.
2. To the extent possible, enlist the assistance of sponsors to pay some or all of the expenses relating to your meetings or CLE programs. The sponsorship can include monetary contributions, underwriting of meals, and/or providing a physical location for the meetings and/or programs. Confirm sponsorship with the CLE Coordinator prior to making commitment to preclude conflicts.
3. Designate a member of your Committee/Sections to keep minutes of the meetings and provide them to the WCBA office for posting on your Committee or Sections web page.
4. Prepare an annual Committee or Sections report and submit to the WCBA office in time for distribution at the WCBA Annual Meeting in March, deadline: March 1.
5. Upon invitation, attend one meeting of the Board of Directors of the WCBA each year to present your plans for the upcoming year and requests for WCBA support for your Committee or Sections activities.
6. Designate a representative of the Committee or Sections to ensure that your Committee or Sections web page is kept up to date on current events, including a Chair's message which is "refreshed" periodically. It is important that the entire WCBA website be maintained and current.
7. Ensure that proper leadership succession for your Committee or Section is in place and that timely elections or appointments of Committee or Section leadership occur.
8. To the extent possible, minimize clerical demands on WCBA staff.
9. Periodically communicate your Committee's or Section's suggestions and requests for additional website features to the chair of the WCBA Website Committee for consideration.
10. Be aware of the provisions in the WCBA By-Laws governing Committees and Sections generally, and your Committee or Sections specifically, and where appropriate, suggest and propose amendments to the WCBA By-laws that might enhance your Committee or Section's ability to provide successful programming and services to our members and the public.

If you have further questions please contact: [CLE@wcbany.org](mailto:CLE@wcbany.org)