

# ACC Network Position Descriptions

This document serves as a guide to assist network Chairs in determining which positions the network's operations will require and the duties expected of the members filling each role. The network's executive team (Chair, Vice Chair, and Secretary) are required and must be voted in by the membership. Annual Meeting Program Chair is also required, but is appointed by the network chair. All other positions are optional based on the needs of the network and created at the discretion of the network chair.

## Required Positions

### *Chair*

The Chair is responsible for the overall direction and administration of network's activities. The chair also has overall responsibility for adhering to the guidelines and operating procedures outlined in the ACC's Network Leadership Manual and for acting as the network liaison with ACC's headquarters. The Chair shall also attend, whenever possible, the ACC Network Leadership Council (NLC) monthly calls.

Examples of duties include:

- Develop Strategic Plan
- Prepare and submit annual NLC reporting (leader self-assessments, annual operational goals, succession plan)
- Appoint leaders and create and sunset subcommittee positions.
- Executive Oversight over assigned areas(recommended not required):
  - Sponsor relations
  - Annual Meeting
  - Globalization
  - Advocacy

### *Vice Chair*

The Vice Chair shall perform such duties as requested by the Chair and in the Chair's absence shall perform the responsibilities of the Chair. In addition, the Vice Chair shall coordinate and report to the Chair the activities of any established subcommittees. The Vice Chair shall also attend, whenever possible, the monthly NLC calls.

Examples of duties include:

- Manage calls in absence of network chair
- Manage annual network awards process
- Explore external collaborations/pro bono opportunities.
- Executive oversight over assigned areas (recommended not required):
  - Membership
  - Chapter/network collaborations
  - Virtual program development

### ***Secretary***

The Secretary shall perform such duties as requested by the Chair and shall be responsible for preparing and distributing minutes for all monthly network member and network leadership teleconference meetings. The Secretary shall work with the Chair and Vice Chair to finalize the agenda for all networks meetings. The secretary is an ex officio member of each subcommittee. The Vice Chair shall also attend, whenever possible, the monthly NLC calls.

Examples of duties include:

- Attend NLC call
- Prepares agendas & minutes for network leadership and member calls
- Executive oversight over assigned areas (recommended not required)
  - Communications
  - Resources
  - Forums & social media

### ***Programs Chair – Annual Meeting***

Responsible for soliciting and submitting to the ACC a series of substantive programs related to the network's interests for the ACC Annual Meeting. The position also recruits program organizers for all network presentations at the Annual Meeting and supports program organizer responsibilities by helping to recruit speakers. The Annual Meeting program chair shall also attend, whenever possible, the monthly NLC calls.

Examples of duties include:

- Actively manage program organizers to ensure program quality and adherence to AM-related deadlines
- Implement strategies to enhance faculty diversity (global, gender, sexual orientation, race, etc.)
- Promote AM network sessions and events to network members throughout the year
- Identify creative/interactive session formats

## **Strongly Recommended Positions**

### ***Communications Chair***

Responsible for using network communication tools to keep members informed of network news, events, and resources; relevant ACC-wide events and initiatives; and practice area/industry-related updates as applicable.

Examples of duties include:

- Working with leadership team and sponsor to create a monthly informational member broadcast email.
- Working with Forums Chair to ensure network news, events, and resources are shared on the network's forum.
- Alerting members of new sponsor/member produced written resources and Docket articles.
- Checking ACC website regularly for updates relevant to network members and using communication tools to highlight them with members.
- Ensuring the network's webpage accurately reflects all upcoming events, resources, and webpage enhancements (e.g. forums or social media feeds).

### ***Forums Chair***

Responsible for engaging members on our virtual networking platform by posting questions and facilitating conversations on hot topics in the industry or other topics members want to discuss. Also, this position

Examples of duties include:

- Identify unanswered member questions on network forum and works with leaders and sponsor to provide responses.
- Follow up with speakers for responses to unanswered LQH questions for posting to network forum.
- Posting LQH-related seed questions to virtual networking platform works with the Communications Chair to announce network events and resources to members through the platform.
- Engage members through periodic substantive and/or fun conversation starters
- Monitor network forum's daily digest for ACC Terms of Use violations and work with ACC staff liaison to address them accordingly.

### ***Membership Chair***

Responsible for promoting the network and its activities within ACC (and externally where applicable) for the purpose of increasing membership and keeping existing members effectively engaged.

Examples of duties include:

- Develop annual membership recruitment and engagement strategy.
- Write annual welcome letter to be auto-sent to new network members.
- Develop and cultivate external organization partnerships.
- Creating invitation letter to AM session attendees who aren't members of the network.
- Send monthly engagement emails to:
  - Lapsed network members (in grace period)
  - New members (personalized)
  - New members of ACC in network's practice area not in a network

### ***Programs Chair – Legal Quick Hits***

Responsible for coordinating with the network sponsor and/or other law firms, vendors and members to secure speakers, organizing and producing programs of interest for the monthly Legal Quick Hits (LQH) – typically, a 30-40 minute substantive presentation delivered via webcast on the network's monthly membership calls.

Examples of duties include:

- Vet titles and descriptions for LQH for content relevance and global focus
- Work with sponsor to provide program details (titles, descriptions, speakers) timely to ACC for marketing emails.
- Create seed questions for before and after the LQH to foster member engagement around topics of interest.
- Introduce speakers on member calls.
- Work with sponsor to develop annual virtual programming topic schedule.
- Identify opportunities to develop APAC and EMEA regional calls in collaboration with sponsor or other networks.
- Identify opportunities to develop programs in collaboration with ACC chapters, relevant external organizations, and other networks.

### ***Resources Chair***

Responsible for coordinating with the network sponsor to schedule and fulfill all contractual written resource and webcast obligations for the benefit of network members. Also works with sponsor and/or law firms, vendors, and members to produce resources outside the sponsor's required annual deliverables and at least one article in the *ACC Docket*.

Examples of duties include:

- Review annual survey results for member-originated topics for written resources and webcasts.
- Work with Chair to schedule and facilitate quarterly check-ins with sponsors to ensure resource deadlines are being met and sponsors are aware of member-identified topics of interest.
- Work with Communications and Forums Chairs to ensure members are informed of newly developed resources.
- Identify well-attended LQH's for rebroadcast as webcasts or repurposing as a written resource.

### **Optional Poisons**

#### ***Advocacy Chair***

Responsible for submitting comments or proposals on international, federal or state legislative actions that impact network members and corporate practices subject to approval by the Executive Board and the ACC's Board of Directors,

#### ***Chapter Liaison***

Responsible for organizing and producing programs and events, and implementing Strategic Plan objectives that are developed and presented in conjunction with ACC's Chapters globally.

#### ***Social Media Chair***

Responsible for maintaining the network's presence on ACC-approved social media platforms for the purpose of engaging ACC members and non-member peers and raising the visibility of both the network and ACC in the in-house community at-large.

#### ***Subcommittee Chairs***

Responsible for managing assigned network projects and/or information around niche areas within network's purview. These can be operational (e.g. Strategic Planning Chair, Globalization Chair, etc.) or practice area sub-group-based (i.e. Law Department Management's GC/CLO Chair or Health Law's HIPAA/Privacy Chair). These are created based on the network's need and at the discretion of the chair and can be standing positions or sunset when no longer needed.