

## ACC SAINT LOUIS BOARD MEMBER DUTIES & TIMING

### PRESIDENT

Duty	Timing
(Last task for outgoing President) At the annual meeting, give welcoming remarks, present new slate of Officers and Directors for a vote, and present awards	January
(First task for incoming President) Set Board and Executive Committee Meetings Calendar	January
Assist with Annual Chapter Activity Report (Chapter of Distinction Award)	January
1:1 with Chapter Administrator	Semimonthly - Monthly
Develop Board and Executive Committee Meeting Agendas	Monthly
President's Letter for Chapter newsletter	3-4 times per year
Work with Executive Committee to lead St. Louis Business Journal Corporate Counsel Awards Selection Process	March
Assist with Outstanding Achievement Award Applications	May-July
Attend Spring Leadership Training (if possible)	May
Welcoming remarks at Corporate Counsel Institute	May
Welcoming remarks at Corporate Counsel Awards	June
Review goal progress at Strategic Planning Meeting	August
Meet with Sponsors to gauge satisfaction, obtain input on improvements, and exchange ideas on programming and engagement	August-October
Attend ACC National Meeting and Leadership Training	October
Determine Member of the Year recipient for presentation at Annual Dinner	November
Lead Executive Committee discussion for Committee of the Year and Jaudes Award Recipients for approval at December meeting	November

### VICE PRESIDENT/PRESIDENT-ELECT

Duty	Timing
Lead Annual Chapter Activity Report (Chapter of Distinction Award)	January
Update Board Orientation Materials	Before February Board Meeting if possible
Conduct New Director Orientation	Before February Board Meeting if possible
Review and update governance documents	As needed
Attend Spring Leadership Training (if possible)	May
Lead Outstanding Achievement Award Applications	May-July
Plan annual planning meeting/strategic planning	June-August
Meet with Sponsors to gauge satisfaction, obtain input on improvements, and exchange ideas on programming and engagement	August-October
Lead strategic planning/goal setting segment at Strategic Planning Meeting	August

Attend ACC National Meeting and Leadership Training (if possible)	October
Plan for Board holiday gathering at December meeting	November
Plan Chapter Annual Meeting/Dinner	November
Set next year's goals with input from President and Immediate Past President	December
Ex-Officio member of Sponsorship Committee	August-September

#### IMMEDIATE PAST PRESIDENT

Duty	Timing
	January
Assist Outstanding Achievement Award Applications	May-July
Assist with Membership	Year-round
Participate as member of Past Presidents Committee	Monthly
Meet with Sponsors to gauge satisfaction, obtain input on improvements, and exchange ideas on programming and engagement	August-October
Ex-Officio member of Committees as desired/requested by President	As needed
Lead Nominating Committee & identify Slate of Officers & Directors for December Board Meeting	August-September

#### TREASURER

Duty	Timing
Review financials and reconcile and discrepancies	Monthly
Report material changes and status of the budget	Monthly
Sign checks	Monthly as needed
Meet with committee chairs to develop next year's budget	June-July
Review and propose budget to board at strategic planning meeting	August
Plan and present the next year's budget through Committee coordination for approval at the Planning Meeting	August
Meet with Sponsors to gauge satisfaction, obtain input on improvements, and exchange ideas on programming and engagement	August-October
Participate in the National Financial Reporting Call in preparation for the annual Budget submission and taxes to HQ	September

#### SECRETARY

Duty	Timing
Assist with Annual Chapter Activity Report (Chapter of Distinction Award)	January
Draft and maintain Board meeting minutes	Monthly
Draft and maintain Executive Committee minutes	Monthly
Assist with Outstanding Achievement Award Applications	May/June

Assist with annual Sponsorship Process; work with Sponsorship Chair to update brochure, schedule and meet with Sponsors	August-October
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#### **CORPORATE COUNSEL INSTITUTE CHAIR**

<b>Duty</b>	<b>Timing</b>
Identify Platinum and Gold sponsors who will participate	November-December
Work with sponsors on session topics	November-February
Event planning	June-April
Meet with committee	Monthly
Identify next year's location and set a date	May-August
Identify lunch speaker	June-October
Identify event sponsors	June-March

#### **COMMUNICATIONS/ ADVOCACY CHAIR**

<b>Duty</b>	<b>Timing</b>
Prepare monthly newsletters	Monthly
Prepare membership surveys	Periodic
Prepare news releases	As Needed
Work with other committee chairs for communication of upcoming events	As Needed
Prepare social media posts	As Needed
Identify advocacy issues of interest to membership	As Needed
Meet with committee	Monthly

#### **DIVERSITY & INCLUSION CHAIR**

<b>Duty</b>	<b>Timing</b>
Plan events	Ongoing
Diversity intern planning and program administration	December-August
Plan street law program	December-March
Bridges programming	Ongoing
Meet with committee	Monthly

#### **GENERAL COUNSEL FORUM CHAIR(S)**

<b>Duty</b>	<b>Timing</b>
Plan GC events	Quarterly

#### **GOLF/SPA CLE CHAIR**

<b>Duty</b>	<b>Timing</b>
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Identify Platinum and Gold sponsors who will present	November-December
Work with sponsors on topics	November-May
Event planning	November-May
Meet with committee	Monthly
Identify next year's location and set a date	August-September
Identify event sponsors	January-May

#### LAW SCHOOL RELATIONS CHAIR

Duty	Timing
Work with law schools to plan events	Ongoing
Meet with committee	Monthly

#### MEMBERSHIP CHAIR

Duty	Timing
Gauge member engagement, get feedback	Ongoing
Review and update membership materials	Ongoing
Identify prospective members	Ongoing
Send prospective member communications	Ongoing
Plan member appreciation events	Periodic
Meet with committee	Monthly

#### PAN – LABOR & EMPLOYMENT CHAIR

Duty	Timing
Work with sponsor(s) to plan sponsored events	Ongoing
Meet with committee	Monthly

#### PAN – LITIGATION CHAIR

Duty	Timing
Work with sponsor(s) to plan sponsored events	Ongoing
Meet with committee	Monthly

#### PRO BONO CHAIR

Duty	Timing
Plan pro bono programs	Ongoing
Meet with committee	Monthly

### PROFESSIONAL DEVELOPMENT CHAIR

Duty	Timing
Plan professional development programs	Ongoing
Meet with committee	Monthly

### PROGRAM CHAIR

Duty	Timing
Obtain completed sponsorship applications and begin assigning monthly program schedules based on preference, sponsorship level and timing of application	January
Gauge membership interest in topics, timing and locations, through surveys, review of program evaluations, and attendance	Ongoing
Work with committee and sponsors to plan programs	Ongoing
Meet with committee	Monthly

### SOCIAL CHAIR

Duty	Timing
Plan spring, fall and holiday socials	January-December
Meet with committee	Monthly

### SPONSORSHIP CHAIR

Duty	Timing
Meet with Sponsors to gauge experience, get feedback	Ongoing
Review and update sponsorship materials with assistance from Secretary, update brochure, schedule and meet with Sponsors	August-October
Identify prospective sponsors	Ongoing
Distribute sponsorship materials to current sponsors and prospects	October-November, As needed
Make sponsorship applications available to applicable committee chairs and assist with assigning sponsors to program categories as needed	November-December
Plan sponsorship appreciation events	Semi-annually
Meet with committee	Monthly