Board of Directors

SAMPLE Job Duties and Responsibilities

- 1. The Board shall determine and approve all budgetary considerations for every fiscal year.
- 2. The Board shall consider and approve all expenses for any given fundraiser, such as postage cost, printing cost, speaker fees, decoration cost, logistical cost, travel cost, equipment cost etc. Furthermore, the Board shall consider all income revenue sources that are planned for any given event.
- **3.** Board members shall be part of local bar's effort to communicate to the public through writing letters to the editor, and doing interviews on TV/radio outlets as often as possible in order to build community support and good will.
- **4.** Each Board member shall personally attempt to raise money for the local bar association.
- **5.** The Board of Directors shall elect a Chairman and Vice Chairman to serve a two-year term at the first meeting beginning in May of every even numbered year.
- **6.** The Chairman of the Board shall name all committee chairmen and members.
- **7.** The Board shall establish criteria and standards to get and receive bids for various work projects, supplies and orders. Upon completion of the criteria and standards, the officers (President, President-Elect/Vice President, Treasurer, Secretary) must implement the guidelines.
- **8.** At the Board of Director's discretion, they may employ professionally paid staff and lease or purchase any necessary offices.
- **9.** Each board member shall play an integral part in finding new and future leaders of the local bar, introducing those prospects to others, encouraging them to be a leader of the local bar and wherever possible setting up a meeting among the senior officers and/or ranking board members of the local bar to make a presentation and ask that prospect to join and be a leader/board member.