Sample "Job Description" for a Bar Association President

Basic Functions

Serves as chief elected officer, representing the entire membership and the best interests of the organization. Exercises personal leadership in the motivation of the officers, board members, committee members, staff and membership. Influences the establishment of goals and objectives for the organization during term of office. Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating organizational performance and effectiveness.

1. Give your local bar association roots. There should be a location and a phone number where members know they can receive help and information.

2. Appoint a Bench & Bar committee. It will aid in getting judges involved in your programs and will better relations generally. It can also help solve problems, such as grievance complaints, at a local level.

3. Improve public and media image. The media is generally happy to report on the projects of the local bar IF it knows about them.

4. Newsletters and communication. Local bar presidents should know who is president of their State Bar and they should be in touch with their district representative on the State Bar Board of Directors. The president should keep the local bar members informed of issues and activities and the State Bar informed of local opinions and suggestions.

5. Appoint public members to your board (or at least to your Law Activities Committee). Public involvement can help in public understanding of the legal profession and vice-versa.

6. Get into your local schools. Ask a teacher to attend your board meetings. Respond to every opportunity to speak in classrooms. Assist in mock trial and other law-related programs. It is important that children are impressed with the importance of the judicial system and the legal profession during their school years.

7. Call your state legislator. Let him or her know who you are. Offer your assistance and opinions. Host a reception for area legislators or invite them to your bar meeting. Lobby members of Congress and your local city council and county commissioners. Public officials appreciate your input and concerns.

8. Fee disputes and grievance procedures. Know who chairs the State Bar Ethics Committee and be willing to work with them. You should know the kind of grievances filed against lawyers in your bar. Fee disputes can only be resolved locally. Make a real contribution to your community and the image of lawyers generally by establishing a local Fee Dispute Committee.

9. Make your local organization a recognizable entity. Are the district and county clerks and the media aware of the association and its activities? Invite the media to local meetings.

10. Have an ongoing name or theme for your public projects. If your members randomly speak in classrooms as requested, make this service recognizable as a public service program by calling it "the central city's 'Lawyers in the Classroom' project". If your members speak at local organizations, put a news release out reminding the public that they may call on your Speakers Bureau for programs. Request appropriate public information pamphlets from your State Bar.

11. Chairs all board meetings of the Local Bar Association, directing and following the agenda.

12. Selects committee chairpersons.

13. Promotes active participation in the bar on the part of membership and reports activities of the board and the bar.

14. Performs ceremonial duties for special events and those including significant public officials and dignitaries.

15. Oversees financial transactions, the financial status of the local bar association and its budgeting priorities and processes.

16. Represents the local bar at state, regional and national meetings.