**Greensboro Bar Association, Inc.**

**Officer & Director Job Descriptions**

**PRESIDENT**

Qualifications for Position: Must be a member of Greensboro Bar Association, must have served as President-Elect, and must have time and commitment to devote to Bar activities.

The President is the Chair of both the Board of Directors and the Executive Committee for the Greensboro Bar Association, the GBA Foundation Board of Directors and its members, and the 24th Judicial District Bar Executive Committee and its members for a term of one (1) year (June – May).

The President presides over (as needed) Executive Committee meetings; monthly Board of Directors and GBA Member Meetings (September – May); Annual Meeting of the GBA Foundation (immediately following adjournment of the April GBA Board of Directors meeting); Annual Joint Meeting of GBA and JD 24 (April); and 24th Judicial District meetings and elections as they arise.

In accordance with the bylaws of the Greensboro Bar Association, it is the duty of the President to:

1. Appoint committees as the Executive Board shall from time to time deem necessary.
2. Serve as ex-officio member of all committees except the Nominating Committee.
3. Appoint a nominating committee (one committee to nominate for all three organizations) that shall consist of at least three (3) active members of the District Bar who are not officers or directors of the District Bar. The committee must be appointed by February 15.
4. Provide written notice of special meetings.
5. Serve as ex-officio member of all sections.
6. Oversee the Executive Board’s organization, division, combination, or dissolution of sections.

In accordance with the bylaws of the 24th Judicial District Bar, it is the duty of the President to:

1. Notify the Executive Director of the North Carolina State Bar of the names, addresses and telephone numbers of all officers of the District Bar within ten (10) days following the annual meeting or filling a vacancy.
2. Ensure that a current copy of the bylaws is filed with the office of the Senior Resident Superior Court Judge of the 24th Judicial District and with the Executive Director of the North Carolina State Bar.

Additional duties:

1. Set goals.
2. Preside over meetings in accordance with *Robert’s Rules of Order*: open meeting, determine if quorum is met, coordinate the subject matter of the agenda.
3. See that all orders of the Board of Directors are carried into effect.
4. Appoint the chairs for all standing committees and the members of such committees as

needed by May 31 in the year in which he/she becomes President.

1. Appoint Special committees and/or Ad Hoc committees as needed or as directed by the

board of directors from time to time.

1. Make calls and write letters as necessary.
2. Arrange for featured speakers for member meetings or appoint a coordinator to do so.
3. Oversee amendment of the bylaws when necessary.
4. Serve as the primary spokesperson for GBA, GBA Foundation and 24th Judicial District Bar.
5. Ensure planning and budgeting for the future is carried out in accordance with the wishes of the Board of Directors and the members.
6. Orient incoming Directors and Committee Chairs.
7. Act as liaison with the Administrator.

**PRESIDENT ELECT**

Serve as President Elect of the Greensboro Bar Association and the GBA Foundation, and Vice President of the 24th Judicial District Bar for a term of one (1) year (June – May).

1. Familiarize self with all of the affairs of the corporation and prepare for assuming the

presidency.

1. Act for the President and preside over meetings in the latter’s absence.
2. If the office of the President becomes vacant, the President Elect/Vice President shall succeed to the office of the President for the duration of the term, and then for the term for which elected.
3. Arrange and plan the “Annual Seminar” for CLE credit. This is usually held in February

and is followed by the monthly dinner meeting. The topic is usually one of general

interest that will attract a large portion of the membership.

* + Determine those professional subjects which will most effectively serve to promote continuing education of membership.
  + Plan and provide for presentation of program; securing qualified speakers; arranging travel, if required; securing outline of subject presented, written form, with exhibits.
  + Make arrangements with Administrator for on-site presentation; booking facility, providing refreshments.
  + Have materials printed, collated, packaged for presentation to attendees.
  + Coordinate payment of all costs with Administrator.
  + Forward materials to State Bar for approval at least 50 days in advance of presentation.
  + Assist Administrator in remitting documentation to State Bar insuring CLE

credit to attendees.

* + Monitor and set cost of presentations.

1. Liaison to all committees.
2. Ex-officio member of all sections.

**IMMEDIATE PAST PRESIDENT**

Must have served as President of the Association for the prior year.

1. Chair Nominating Committee; report nominations at the March board meeting.
2. Perform such duties as assigned by the President.
3. Provide guidance and expertise to Association.

**SECRETARY**

1. Serve as secretary for the Greensboro Bar Association, the GBA Foundation and the 24th Judicial District Bar for a term of one (1) year (June – May).
2. Record minutes at all meetings of the Executive Committee and Board of Directors, the annual joint meeting of GBA and JD 24, and special meetings of the 24th Judicial District Bar.
3. Ensure that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted, and include:
   * date, time, location of meeting;
   * list of those present and absent;
   * list of items discussed;
   * list of reports presented;

* text of motions presented and description of their disposition.

1. Send draft to President for approval within one (1) week of meeting.
2. Sign a copy of the final, approved minutes and ensure that this copy is maintained in the corporate records by Administrator.
3. Sign any instruments that may require Secretary’s signature.

**TREASURER**

Serve as Treasurer for the Greensboro Bar Association, the GBA Foundation, and the 24th Judicial District Bar for a term of one (1) year (June – May).

1. Maintain the funds of the organization on deposit, initiate any necessary disbursements and keep appropriate financial records.
2. Provide signature for checks written on account of Greensboro Bar Association, the

Greensboro Bar Association Foundation and the 24th Judicial District Bar.

1. Make full financial report available at each Executive Committee meeting. Detail of oral

report in discretion of Treasurer.

1. Prepare monthly and annual financial reports and present to the board.
2. Answer questions and act as reference for members of the Greensboro Bar Association,

including Sections and Committee Chairs, pertaining to financial questions.

1. Encourage Executive Committee members to budget expenses in advance, rather than

spending funds and asking for reimbursement.

1. Assist in formation of proposed budget for Greensboro Bar Association to be approved at the September board meeting.
2. Prepare JD 24 budget to be approved at annual meeting in April.
3. Ensure taxes are filed with IRS.
4. Assist Administrator in getting members who fall in arrears in dues payments to pay

annual dues.

1. Recommend any transfer of funds at end of year from Greensboro Bar Association to

the Greensboro Bar Association Foundation.

1. Recommend any necessary By-laws regarding budget/membership dues.
2. Act as watchdog over funds of Greensboro Bar Association and Greensboro Bar

Association Foundation.

**DIRECTOR**

Serve on the Board of Directors for the Greensboro Bar Association and as a member of the Greensboro Bar Association Foundation for a term of three (3) years.

1. Assist the President, other officers, Administrator, and committee chairmen as needed in order that the goals and objectives of the Association can be met.
2. Attend all monthly board meetings (September – May).
3. Attend annual meeting of the District Bar.
4. Serve as a liaison to at least one assigned Bar Committee (includes providing assistance and support as necessary so Committees meet their goals and objectives in a timely manner).
5. Assist officers in special projects.
6. Share views of constituents with the Executive Committee and officers.
7. Approve annual budget.
8. Participate in planning and actively support the mission of the GBA.
9. Participate in committee work; liaison to at least one committee.
10. Participate in fundraising.
11. Assist in identifying and recruiting new board members.
12. Assist with member recruitment and retention.
13. Act as an ambassador for the GBA.