

Columbus Bar Association  
**Committee Chair Duties and Responsibilities**

*All committee chairs and members must be members in good standing with the CBA. The President appoints, at his/her discretion, the committee chairs. Unless an exception is made by the President, an appointment is made for a one year term.*

**Chair**

*The Committee Chair's term runs from July 1 through June 30.*

1. Maintains a regular committee meeting schedule and coordinates all dates with the Director of Committees and Special Events at the CBA.
2. Sets the agenda for each meeting and sends it to the Director of Committees and Special Events three weeks prior to the meeting. \*Please note that notices cannot be printed in the Daily Reporter until written notification has been received for each meeting. (Please e-mail the information to Donna at donna@cbalaw.org.)
3. Recruits speakers for meetings, if the committee desires speakers.
4. Notifies the Director of Committees and Special Events at the CBA of any action that the committee has taken, or will take, which requires approval by the CBA Board of Governors.
5. Has ultimate responsibility for CLE seminars.
6. Attends the annual Committee Chair Orientation program and Mid-Year Committee Event.

**Secretary**

**The Secretary is appointed annually by the committee/chair.**

1. Prepares minutes of each meeting and sends them to the Director of Committees and Special Events no more than one week after the meeting. There are a couple of methods to consider when taking minutes, simply **writing** the minutes by hand, later transferring to a Word document and e-mailing them to the Director of Committees and Special Events *or* checking out a CBA laptop prior to the meeting and **typing** the minutes of the meeting. At the end of the meeting, the secretary would simply turn in the laptop and the disk to the Director of Committees and Special Events.
2. Responsible for distributing the attendance list to all members to complete and turn it in to the Director of Committees and Special Events after the meeting.
3. Recruits new committee members and enhances the participation of current committee members.
4. Communicates with the Director of Committees and Special Events about any special correspondence to the committee members.