

MCLEAN COUNTY BAR ASSOCIATION
Outline of Responsibilities & Tasks
D R A F T as of Tuesday, August 02, 2011

President Duties

1. MAINTAIN CALENDAR
 - a. Initial
 - b. Periodic updates

2. COMMUNICATIONS
 - a. President's Letter (consider initial, mid-term and closing)
 - b. Dues Letter in October
 - c. Dues reminder Letter in January
 - d. Ensure communications re funeral announcements

3. MEETINGS
 - a. Run Monthly Bar Association Meetings
 - i. Welcome Visitors
 - ii. CLE announcements
 - iii. Introduce committee/sponsor of any CLE presentations
 - b. Law Day Introduction (2-5 min)
 - i. Cell phones, parking
 - ii. Importance of Day
 - iii. Committee thanks
 - c. Run Annual Meeting
 - i. Welcome Visitors (*indicate free to stay or depart after memorials*)
 - ii. Work with Memorial Committee to secure memorial speakers and introduce (*order younger first*)
 - iii. Introduce Year End Committee Reports
 - iv. Ensure secretary present to record
 - v. Solicit motion to waive reading of the minutes/motion to accept as written from prior year.

4. BOARD
 - a. Designate and host monthly board meetings
 - i. Secure location and send invites
 - ii. Prepare Agendas and ensure Secretary's minutes distributed and seek approval
 - b. Ensure Nominations Committee meetings and identifies proposed slate (April)
 - c. Publish proposed officers to Bar (by May ?)
 - d. Host year end get together for Board (May-June)

MCLEAN COUNTY BAR ASSOCIATION
Outline of Responsibilities & Tasks
D R A F T as of Tuesday, August 02, 2011

5. COMMITTEES

- a. Finalize Committees (June/July)
- b. Work with board members to ensure presence on committees and to serve as informal liaisons with the board.
- c. Request mid-term (December) and final committee reports (May)
- d. Attend committee meetings as needed (history, law day, nominations, etc.)

6. BUDGET/BILLS

- a. Finalize and propose draft budget for Board approval (by July 10?)
- b. Request from Treasurer mid-year (December), year -end (May) accounting report and upcoming financial statements (monthly board meetings)
- c. Ensure financial commitments (PSLS in Sept, Library, Admin Salary,) are made timely
- d. Serve as signatory with Treasurer on all financial accounts.

7. GIFTS/HONORARIUMS

- a. December speaker
- b. Admin Christmas & Secretary's Day

8. NFP REPORT/TAXES/INSURANCE

- a. Annual Report for Not-for-Profit (See Cathy Pratt as registered agent – due Jan 1st)
- b. Taxes (see Cathy Pratt in March)
- c. Manage liability insurance policy and ensure annual premium is paid.

9. ADMINISTRATION

- a. Assist in securing stamps, paper, supplies as needed for administrator
- b. Monitor website and request changes as needed

1st Vice-President Duties

1. COMMITTEES

- a. Prepare draft committee sign-up sheet before annual meeting and confirm chairs/co-chairs continued interest and/or recruit new chairs/members. (May/June)

2. BUDGET

- a. Nominate Treasurer before April 30th
- b. Work with Treasurer on draft budget (May) for next term

MCLEAN COUNTY BAR ASSOCIATION
Outline of Responsibilities & Tasks
D R A F T as of Tuesday, August 02, 2011

2nd Vice-President Duties

1. MEETINGS/COMMITTEES

- a. Serve on Meetings / CLE committee to assist with coordination and planning of all meetings.

Secretary's Duties

1. MEETINGS

- a. Record minutes of monthly board meetings and annual meeting.
- b. Prepare and submit draft minutes for Board approval.

2. MEMORIALS

- a. Sign memorials on behalf of Board.
- b. Ensure memorials from Annual Meeting are historically preserved and certified by Clerk. Distribute certified copies as needed to family members.

3. RECORDS

- a. Work with administrative assistant to maintain Bar Association records.

Treasurer's Duties

1. BUDGET

- a. Prepare a budget with the First Vice President for presentation at first board meeting after annual meeting.
- b. Implementation of appropriate financial policies and current budgets.

2. BILLS / ACCOUNTING

- a. Approve payment of bills presented by administrative assistant (unless previously approved by the President) and sign checks.
- b. Bring deposits to the bank.
- c. Review deposits and payments on a monthly basis and enter into commonly utilized computer program (i.e. Quicken).
- d. PayPal account access needed to review income and move funds to MCBA bank account as needed.

3. FINANCIAL REPORTING

MCLEAN COUNTY BAR ASSOCIATION
Outline of Responsibilities & Tasks
D R A F T as of Tuesday, August 02, 2011

- a. Review records and reports from prior Treasurer and perform informal audits as needed.
- b. At the conclusion of the term, prepare a final year-end report for the Annual Meeting and turn over financial records (hard copy and digital) to successor Treasurer.
- c. Provide appropriate records to prepare the Form 990 and any other necessary federal or state filings.

Administrative Assistant's Duties

1. GENERAL DUTIES

- a. Mail out E-Newsletters to members that don't have email address
- b. Handle any FAQ through email, or forward to appropriate persons
- c. Any other general office duties requested by Board of Governors

2. FINANCIAL

- a. Retains checking and deposit books.
- b. Receive and assemble all incoming checks/receipts and bills and note general category (luncheon receipts, social events, dues, etc.) for Treasurer.
- c. For checks, prepare deposit slips for Treasurer to take to the bank.
- d. For bills, obtain approval by the Treasurer or President for payment of the bills and prepare checks for signature by the Treasurer. Mail payments upon receipt of signed checks.
- e. Reconcile bank statements monthly (sent to PO Box), scan reconciliation and statements and forward to current Treasurer and President.

3. CLE

- a. Upon request and with assistance of CLE chair, submit info for MCLE approval as requested.
- b. Prepare draft survey and CLE certificates for review and approval by CLE chair
- c. Make all necessary copies (75)

4. MONTHLY LUNCHEONS (3rd Tuesday 11:30-1:15)

- a. Prepare sign-in rosters for members and non-members (highlighting pre-paid status). Members not highlighted shall pay the late surcharge.
- b. Set up sign in table at door
- c. Assist Attorneys signing in, taking payment if not pre-paid
- d. Monitor attendance. Reconcile number attending at luncheon with payments and any gratuitous lunches (invited speakers). Email head count and reconciliation to Treasurer after luncheon.

MCLEAN COUNTY BAR ASSOCIATION
Outline of Responsibilities & Tasks
D R A F T as of Tuesday, August 02, 2011

- e. Distribute presentation materials, if any
 - f. Hand out Survey an hour (no sooner) into the CLE presentation
 - g. Collect all paperwork off of tables
 - h. Give any payments to Treasurer
 - i. Collect all surveys and after luncheon prepare summary of results (mail to CLE chair and bd)
 - j. Review bill for luncheons prior to submission to Treasurer to verify accurate number has been charged for food and services.
 - k. Email any nonpaying registrants a reminder for lunch expense.
5. MAIL
- a. Pick up mail at PO Box 3142 at least weekly
 - b. Inform Treasurer of bills to be paid and monies received
 - c. Manage membership forms
 - d. Distribute other mail to Board members as appropriate
6. MEMBERSHIP DATABASE
- a. Update Access database as needed
 - b. Email Ryan Gammelgard with any new member's name and email address to be added to newsletter distribution.
 - c. Add new members to website.
 - d. Update membership email list on website in February after renewal process is complete.
7. BD MEETINGS
- a. Attend Monthly Board of Governors Meetings (4th Tuesday)
 - b. Take Minutes and prepare for next month
 - c. Send Secretary a draft of Minutes (minutes should be approved before final draft)
 - d. Print out 10 copies of final draft of minutes for next meeting upon receipt from Secretary
8. WEBSITE
- a. Update McLean County Bar Association Website
 - b. Update future Luncheons and Social Events on website main page
 - c. Make any changes requested by Board
 - d. Update any attorneys information by request

MCLEAN COUNTY BAR ASSOCIATION
Outline of Responsibilities & Tasks
D R A F T as of Tuesday, August 02, 2011

- e. PayPal access needed to update charge categories.

Other Critical MCBA Positions

1. CLE / MEETINGS CHAIRPERSON
 - a. Should work with 2VP on meeting schedule and logistics
 - b. Meet with CLE Committee to develop topics and programs
 - c. Work with various MCBA committees to sponsor programs
 - d. Submit info to and work with administrator to prepare necessary paperwork for CLE credit, survey, sign-in, etc.
 - e. Request website updates and newsletter announcements as needed.

2. PUBLIC RELATIONS LIAISON
 - a.
 - b. As needed, reach out to The Pantagraph with Bar happenings