

## WCBA – DUTIES OF BOARD MEMBERS

As elected Officers and Board members of the Westchester County Bar Association we occupy a position of trust and responsibility to our membership to advance the purposes of our Association and to maintain its financial integrity.

The hard work and sacrifice of time by those of you who have carried out that responsibility is deeply appreciated by all members of the Association and especially by the leadership.

The Westchester County Bar Association, like many bar associations country-wide, is different than it was in the past and faces new and challenging issues. We have met those issues thus far and we want to continue to do so.

For that reason it is appropriate that we set out at this time what the duties and responsibilities of a Board member are:

1. Required attendance, absent sufficient reason for non-attendance [e.g., serious illness or death of a family member], at all the scheduled Board meetings of the Association; the Annual Meeting of the Association; the Annual Banquet, the Meet the Judges Reception and the Past Presidents Dinner. Proper and timely notice of attendance to the Executive Director.

2. In preparation for Board meetings to become familiar with Agenda items and all reports or other documents concerning those items to the extent that those reports and other documents have been made available to you before the meeting.

3. Making your views and opinions on agenda items known and exercising your independent vote on agenda matters.

4. Service as the Chair or a member on at least one of the major committees of the Association [e.g. Grievance Committee, Lawyer Referral Service Committee, or Attorney-Client Fee Dispute Program Panel]. With regard to the Attorney-Client Fee Dispute Program it is the duty and responsibility of each Board member to recruit two lawyers and one lay person to sit on that Panel.

5. Willingness to accept, consistent with your individual responsibilities as an attorney, any assignment of the President or at the direction of the Board to carry out the responsibilities and functions of the Association. From time there will be ad hoc Committees established to investigate certain specific issues and to report back to the Executive Committee with recommended action. The Board Members must be prepared to accept such assignments.

6. To be aware of and monitor the financial condition of the Association.

7. To advise the President of those members of the Association who should be considered for Committee assignment and by the Nomination Committee for a future position on the Board.

8. Where appropriate to suggest and propose amendments to the By-Laws which would enhance successful operation procedures for the Association.

Thank you for serving!