



American College of Trial Lawyers

Volunteer Leader Role Description

General Committee Chair

Roles and Responsibilities

- Serve two-year term
- Attend College's annual Leadership Workshop
- Update assigned Regent about ongoing activities
- Recommend members annually for the next year's committee roster
- Orient new committee members regarding committee mission and expectations
- Use Board-approved mandate as guide to consider, develop, and implement activities
- Conduct regular committee meetings as necessary to complete mission activities
- Meet in conjunction with College's Spring and Annual Meetings
- Submit report twice a year to Board of Regents regarding recent activities upon request from National Office
- Submit information about ongoing activities for inclusion in *eBulletin* (six times per year) or *Journal* (three times per year)
- Communicate with committee using ACTL Connected when practical
- Educate new Fellows about committee mission and activities and time commitment expectations