



# American College of Trial Lawyers

## Volunteer Leader Role Description

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### State/Province Committee Chair

#### Roles and Responsibilities

- **General**
  - Serve two-year term
  - Conduct regular committee meetings
    - A standing monthly Zoom meeting to touch base about candidate investigations has been found to work best
  - Attend College's annual Leadership Workshop
  - Update assigned Regent about ongoing activities
  - Recommend members annually for the next year's committee roster
  - Submit information about ongoing activities for inclusion in *eBulletin* (six times per year) or *Journal* (three times per year)
  - Submit report twice a year to Board of Regents regarding recent activities upon request from National Office
  - Report Fellows' deaths to National Office, assigned Regent, and State/Province Fellows
  - Welcome new Fellows to College
    - Include the newly approved nominees in local/regional event invitations
    - Plan to attend National Meetings to welcome Inductees from your chapter.
  - Orient new committee members
  - Control and account for any committee funds
  - Become familiar with National Office staff
- **Nominate New Fellows**
  - Use Nomination Overview & Best Practices as a guide for the nomination process
  - Remain aware of deadline for submission of nominations
    - 2 deadlines per year to submit candidates; March 15 & Sept 15
  - Keep your Regent updated about nomination activities
    - Invite Regent to committee meetings
  - Arrange committee meetings to identify, investigate, and propose candidates by deadlines
    - Delegate investigations to committee members
      - Assign a committee member to each candidate under consideration
    - Schedule a standing monthly videoconference meeting to check in on candidate investigation progress
    - A majority of the committee members must vote in the favorable category to approve the candidate for polling
      - The vote is recorded on Appendix J
    - Complete proposal forms for approved candidates, submit to National Office and copy your Regent
  - Be proactive in looking for qualified candidates
    - Ask Fellows in your State/Province to make suggestions

- Maintain “watch list” of exceptional trial lawyers, with an emphasis on minorities, women, lawyers under 45, and lawyers in under-represented trial specialties and geographic locations
  - The watch list should be passed on to the incoming Chair to maintain continuity
- **Possible Local Outreach Activities**
  - Identify committee member as outreach liaison
  - Identify outreach opportunities for Fellows
  - Arrange a CLE program for public interest lawyers (College materials available)
  - Contact judges to raise College’s profile and to support judicial independence
  - Recruit Fellows to serve as judges at regional trial/moot competitions
- **Communication with and Organization of State/Province Fellows**
  - Send twice yearly newsletter or regular email blasts for State/Province Fellows about ongoing College activities (committee, local and national)
  - Encourage Fellows to attend regional and national meetings
  - Arrange events for State/Province Fellows, such as annual dinner, weekend event, or social event with committee meeting. The Meetings Department has a guide for planning such events.
    - If your state/province is responsible for arranging a regional meeting, check in with the Meetings Department for information on this process.
- **Suggestions**
  - Assign Vice Chair as Outreach Liaison
  - Have Vice Chair attend Leadership Workshop in second year of two-year term
  - Pair experienced committee member with new member to conduct new Fellow investigation