



American College of Trial Lawyers

Volunteer Leader Role Description

State/Province Committee Chair

Roles and Responsibilities

- **General**
 - Serve two-year term
 - Conduct regular committee meetings
 - 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
 - Orient new Fellows to College
 - Orient new committee members
 - Control and account for any committee funds
 - Become familiar with National Office staff
 - Communicate with committee using ACTL Connected when practical
- **Diversity Liaison**
 - Identify committee member as diversity liaison
 - Orient diversity liaison and committee members to College's Diversity Plan
 - Assist diversity liaison in implementing College's Diversity Plan
- **Nominate New Fellows**
 - Use Policies and Procedures Manual as guide for process
 - Remain aware of deadline for submission of nominations
 - Update assigned Regent about nomination activities
 - Arrange committee meetings to identify, investigate, and propose candidates
 - 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
- **Local Outreach Activities**
 - Identify committee member as outreach liaison
 - Identify outreach opportunities for Fellows
 - Arrange 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
- **State/Province Fellows Contacts**
 - 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, with responsibilities to include:
 - Determine budget
 - Arrange venue
 - Invite Fellows and guests
 - Receive and account for payments
 - Invite speaker
 - Send attendee list to National Office for name badge production
- **Arrange Regional Meeting** of Fellows, typically weekend event, including determine a budget, receive and account for payments, and arrange hotel accommodations, speakers, and meals/social activities [National Office provides logistical support for event which typically rotates between states/provinces within region]
- **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