

## **RESPONSIBILITIES OF COMMITTEE LEADERS**

We thank you for undertaking your responsibilities as Committee leaders. Committees are the backbone of the Section, offering our members a way to become actively involved in the Section, stay current on international developments in their field of interest, interact with peers from around the world, and pursue projects which improve the legal system and promote the rule of law. Committees are frequently a place where strong friendships and professional relationships are forged. Not surprisingly, members of Committees are more likely to renew their ABA and Section memberships.

Committee Chairs, Vice Chairs, Liaisons, Senior Advisors, and members of the Steering Groups are chosen on the basis of their abilities, expertise and contributions as well as their contributions to the Section. They are all expected to actively and energetically lead their committees at all times. Accession to Committee leadership positions is based on competence and achievement, these are working positions, NOT mere honorific posts. Committee officers who do not perform adequately will not be reappointed.

It is the primary responsibility of the Committee Chair(s) and Vice Chairs to make sure that the Committee's infrastructure and organization, e.g., Committee Website, Steering Group list serve and Committee list serve, are current; and to schedule in advance and hold regular (preferably monthly) committee leader conference calls among the Committee Chairs, Vice-Chairs, Senior Advisors, Liaisons and Steering Group members, using the Steering Group list serve to organize the calls, and discuss issues and planning on-line between calls. It is the responsibility of each Committee Chair or Co-Chair to assure that these calls are scheduled and held, and that an agenda for each call is circulated in advance.

It is also the responsibility of each Committee Chair or Co-Chair to assure that the Committee communicates regularly with committee members using the general list serve, and with the Division Chair to keep him/her up-to-date on the committee's activities.

Committee Chairs and Vice Chairs should endeavor to involve all committee members who wish to be active by making them members of the Steering Group and getting them actively involved in other committee activities. (All Steering Group members should, by means of the general List serve and the Committee Website, deliver appropriate current information, periodic updates and information about Section policy initiatives, programs and projects of interest to the Committee members.)

Specifically, Committee leaders should do the following:

### Committee Leadership:

- Hold monthly calls with your Steering Group and, where appropriate, submit copies of the minutes to the general list serve.
- Contact the Section Office or your Division Chair with questions. The responsibilities and contact coordinates of the Section staff are shown in the Section Leadership Directory, which is updated regularly on the Section website.
- Keep your Division Chair informed of committee activities, since she/he will most likely be the person through whom you will learn of policy matters or Section initiatives.

- Communications:
- Send at least one e-mail per month to your general Committee list serve regarding Committee activities and hot topics.
  - Assign (and supervise) Committee member(s) to maintain and upgrade, as necessary, the Committee website.
  - Post documents and links on the Committee web site that will likely be of interest to those who visit the Committee's web page (and send notices to the Committee general listserv of all such postings).
  - Circulate the Committee Newsletter or other written briefing to the general list serve at least quarterly (and post it to the web page).
  - Periodically use the general list serve to invite committee members to be active and to join the Steering Group.
- Meetings:
- Attend the Spring, Fall and Annual meetings of the Section and hold Committee breakfast meetings and dinners at such meetings, where specific times have been allotted for such events.
- Membership:
- Increase Committee (and Section) membership by reaching out to others likely to be interested in the subject area of the Committee. Recruit new members, particularly at Committee programs and Section meetings.
  - Appoint a member of the Steering Group as the Membership Point-Person to respond to inquiries from prospective Committee members and to ensure that the Committee welcomes and integrates new members.
- Programs:
- Propose or co-sponsor at least one program per year at one of the three seasonal meetings -- Spring, Fall or Annual. Programs may be presented in conjunction with other Section committees (and with other ABA Sections at the Annual Meeting, with approval of the Section leadership).
  - Propose a CLE teleconference or present at least one brown bag program per year, ideally for CLE credit.
- Publications:
- Ensure the drafting and timely submission of a Year-in-Review article for *The International Lawyer*. Appoint a Committee Point Person for the YIR, and monitor that individual's performance, as it is the Committee's responsibility to provide the YIR piece, not any one individual's.
  - Ensure the drafting of articles on hot topics or recent cases for *International Law News*.
  - Assign (and supervise) members to prepare, edit and produce Committee electronic Newsletters and other e-publications.
  - Propose a book, if appropriate.
- Policy:
- Propose (or comment on others') Report & Recommendations regarding important issues on which the ABA should take a stand in the area of the Committee's interest.

WE ENCOURAGE YOU TO THINK CREATIVELY AND BE PROACTIVE!