

# East Tennessee Lawyers' Association for Women Board of Directors Position Descriptions



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## **President**

The President is the principal executive officer of the corporation and supervises and controls the business and affairs of ETLAW. The President presides at all meetings of the Board of Directors, which can be held at the President's discretion with proper notice pursuant to the bylaws. Typically, the meetings are monthly or bi-monthly. The President also coordinates with the Historian to prepare a report of the activities of ETLAW for the Members, typically presented at the Annual Meeting.

## **President-Elect**

The President-Elect succeeds to the office of the President and is responsible for duties as delegated or assigned by the President of the Board of Directors. Additionally, the President-Elect is responsible for planning the Annual Supreme Court Luncheon, which has been scheduled historically in November.

## **Secretary**

The Secretary keeps the minutes of the Board of Directors and be the custodian of corporate records. The Secretary is also responsible for sending ETLAW's electronic newsletters and other communications and updating the social media platforms for ETLAW, including Facebook and Twitter.

## **Treasurer**

The Treasurer is in charge of and has custody of all funds for ETLAW. The Treasurer collects dues, deposits money, and issues necessary payments or reimbursements on behalf of the organization. Dues collection is facilitated by PayPal through the ETLAW website.

## **Programming Chair**

The Programming Chair is responsible for planning the monthly CLEs for the year, including submitting for CLE approval, submitting credit for attendees, and coordinating food and other necessary items for the CLEs, such as A/V equipment.

## **Membership Chair**

The Membership Chair is responsible for overseeing membership records, sending renewal reminders to membership, recruiting new members, and planning social, networking, recruiting, and service-related events for ETLAW members throughout the year. Historically, these activities have included a summer social event, co-sponsorship of a Happy Hour with other bar or professional associations, and serving breakfast at the Volunteer Ministry Center once or twice each year. The membership chair works closely with the Treasurer to process paper membership applications and renewals, as well as financing for membership-related activities.

**Community Outreach Chair**

The Community Outreach Chair is a flexible position that involves promoting ETLAW in the community and collaborating with other organizations. Additionally, the Community Outreach Chair is responsible for planning the YWCA Toiletry Drive, an annual charity fundraiser that occurs in December.

**Corporate Compliance Chair**

The Corporate Compliance Chair is responsible for completing and filing the state annual report, IRS 990 and other necessary filings. The Corporate Compliance Chair also serves as recording secretary at meetings of the Board of Directors. The Chair fields questions from Board and members regarding governance issues and bylaw compliance, and performs other duties requested by the President.

**Historian**

The Historian keeps an accurate record of the history of ETLAW and prepares a summary of the year's activity to present at the Annual Meeting. The Historian will document special events for the organization and coordinate with other Board members to share this documentation.