

SECTION CHAIR OF FAMILY LAW SECTION

Responsibilities

Each year, the Chair of the Section has certain responsibilities to the Section. As noted in the By-Laws, these duties include:

- (1) Preside at all meetings of the Section and of the Executive Committee;
- (2) Be responsible for the execution of such programs of work as are laid out by the Section;
- (3) Be the spokesperson for the Section to the MSBA;
- (4) Appoint and supervise the Chairpersons of the Standing and Special Committees of the Section;
- (5) Formulate and file with the Director of Section Services of the Minnesota State Bar Association, at least thirty (30) days before the Minnesota State Bar Association convention, a report of the work of the Section for the then past year;
- (6) Certify the annual financial report prepared by the MSBA; and
- (7) Provide list of names, addresses, telephone numbers and e-mail addresses of Section leadership to other Officers.

In the performance of, or in addition to, the list duties, the Chair will:

Set the agenda for the monthly meetings and approve the draft Meeting Notice that is prepared by the MSBA liaison about two weeks before the regular meetings.

! Dates for MSBA meetings should be set forth in meeting notice

Designate a member to act as a representative of the Section at the annual MSBA law student networking reception in February.

Designate a member who will be the Section's representative to the Assembly. Generally, this responsibility should be a duty of the immediate past Chair.

The incoming Chair will plan and arrange for a summer “retreat” for the Section Executive Committee in conjunction with the MSBA Convention for long-range planning and Section officer orientation.

The Chair will deliver the welcoming address to the attendees at the Institute and assist with introductions of any plenary speakers.