

CHAIR PERSON-ELECT OF FAMILY LAW SECTION

Responsibilities

Each year, the Past Chair Person-Elect of the Section has responsibilities to the Section. According to the By-Laws (and based upon previous practice), the duties are as follows:

1. Serve as coordinator for monthly Family Law CLE seminars and programs.
2. Chair the Planning Committee for the annual Family Law Institute.
3. Preside at any meetings of the Section and of the Executive Committee in the absence of the Chairperson.
4. Perform such other duties as the Chairperson may assign.
5. Procuring any recognition awards or gift certificates for Section service at business year end. Also send get well cards/flowers for sick/deceased Family Law members.

Historically, the Chairperson-Elect automatically served as the Chairperson of the Section upon the expiration of the term of office of the Chairperson or in the event of a vacancy in the office of the Chairperson (this is also stated in Section II of the By-Laws).

The Chair-Elect should set up monthly CLE's in the Fall so that the membership has advanced information as to the CLE content. It is advisable to write a confirmation to the speaker and also a thank-you letter (see attached samples). You may also want to consider circulating a sheet at the end of each year to ask the membership what kind of CLE programming they would like to see for the following year.

The Chair-Elect should be preferred as the selection for the Section's alternative delegate for representation of the Section at the General Assembly meetings in the MSBA, in the absence of the Section's regular delegate.