

SABA EXECUTIVE COMMITTEE POSITIONS:

President Elect:

The President-Elect of the Association shall appear on behalf of the Association whenever requested to do so by the President and shall serve in place of the President whenever the President is unable to perform his or her duties or whenever the President requests that the President-Elect so act. At the direction of the Board, the President-Elect shall also handle special projects for the Association. The President-Elect, together with the VP-Annual Conference, shall be responsible for coordinating matters related to the planning of the annual conference of the Association. The President-Elect shall be the President of the Association for the term following his or her term as President-Elect.

Secretary:

The Secretary shall keep, or cause to be kept, at the principal office or such other place as the Board may designate, a book of minutes for all of the meetings of Board, (a) stating the time and place at which such meeting was held; (b) stating whether such meeting was a regular meeting or a special meeting; (c) recording the names of those Directors' present at such meetings and (d) summarizing the proceedings of such meetings. The Secretary shall keep, or cause to be kept, at the principal office of the Association, a membership register recording the name of each Chapter of the Association. The Secretary shall give, or cause to be given, notice of all meetings of the Board required by the Bylaws or by Law to be given. He or she shall safeguard the seal of the Association and shall have such other powers and perform such other duties as may be prescribed by the Board or the by these Bylaws.

Treasurer:

The Treasurer shall keep and maintain, or cause to be kept and maintained, in accordance with generally accepted accounting principles, adequate and correct accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books of account shall at all reasonable times be open to inspection by any Director. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board. He or she shall disburse the funds of the Association as may be ordered by the Board; shall render to the President and Directors, whenever they request it, an account of all of his or her transactions and of the financial condition of the Association; and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

Vice President – Membership:

The Vice President - Membership shall be responsible, under the direction of the Board, (i) for communications with the Chapters of the Association and prospective Chapters of the Association and (ii) for communications with the Members of the Association and prospective individual members of the Association. The Vice President – Membership shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

Vice President – Public Relations:

The Vice President - Public Relations shall be responsible, under the direction of the Board, for coordinating and producing the Association’s newsletter, with the assistance of the Association’s Executive Director and Executive Assistant, and oversight of the Association’s website, email correspondence and social media, as well as coordinating the Association’s external relations with the media and other organizations. The Vice President – Public Relations shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

Vice President – Affiliate Relations:

The Vice President - Affiliate Relations shall be responsible, under the direction of the Board, for coordinating the Association’s external relations with national and local bar associations sharing common interests and goals with the Association. The Vice President – Affiliate Relations shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

Vice President – Programming:

The Vice President – Programming shall be responsible, under the direction of the Board, for coordinating the various programming for the Association, including, but not limited to, digital or virtual programming (i.e., support for the Webinar Series) and general programming (i.e., support for the Corporate Counsel College, Corporate Counsel Retreat, and working in conjunction with the VP – Conference for the Annual Conference programming). The Vice President – Programming may, at the discretion of the President and the Executive Committee create and appoint members, that he or she will oversee, to a programming committee dedicated to digital, virtual and/or general programming. The Vice President – Programming shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or the Bylaws.

Vice President – Professional Development:

The Vice President – Professional Development shall be responsible, under the direction of the Board, for coordinating various initiatives designed to promote the professional growth and development of the Association’s members. Such initiatives include, but are not limited to, oversight of the SABA Leadership Institute (“SLI”), SABA Cares and SABA Wellness. The Vice President –Professional Development shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or the Bylaws.

Vice President – Advocacy:

The Vice President - Advocacy shall be responsible, under the direction of the Board, for coordinating the Association’s external relations with national and local community-based organizations sharing common interests and goals with the Association. The Vice President – Advocacy shall also provide support to the Advocacy Committee, the Racial Justice Task Force, Lobby Day, and to other committees, such as judicial and political nominations, as appropriate. The Vice President – Advocacy shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws

Vice President – Sponsorship:

The Vice President – Sponsorship shall be responsible, under the direction of the Board, for coordinating the Association’s fundraising and revenue generation efforts, including for the Association’s Annual Conference. The Vice President – Sponsorship shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or the Bylaws.

Vice President – Young Lawyers Division:

The Vice President -Young Lawyers Division Chair (“Vice President – YLD”) shall be responsible, under the direction of the Board, for representing the Association and the Association’s Young Lawyers Division as a delegate to the Council and Assembly of the American Bar Association’s Young Lawyers Division (“SABA-YLD”). The Vice President - YLD shall also preside over the meetings and activities of the Association’s Young Lawyers Division, including the selection of a Young Lawyers Division member to serve as the Association’s second representative to the ABA-YLD Assembly. The Vice President - YLD shall also oversee outreach and programming for new and junior lawyers, including coordination with NASALSA or any recognized law school chapter thereof. The Vice President - YLD shall serve a two-year term each and shall be required to attend all scheduled meetings of the ABA-YLD to represent the Association’s interests. The Vice President - YLD shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.