



National Conference  
of Bar Presidents

## NCBP EXECUTIVE COUNCIL MEMBER EXPECTATIONS

***By serving on the Executive Council of the National Conference of Bar Presidents, you represent the best of bar leadership to state, metro, and affinity bars across the country and beyond. NCBP relies on the participation and support of its Executive Council members to advance its mission to “empower, connect, and inspire bar leaders and organizations.” NCBP Executive Council is a working board, and members are asked to commit to the following set of shared expectations of service.***

### PARTICIPATE ACTIVELY IN NCBP

- **Commit to attend all virtual and in-person Executive Council Meetings\*** as called by the **NCBP President**, and to be prepared and serve as an active participant in the Council’s work. Executive Council meetings are held in person at least three times per year – the Annual Meeting, the Midyear Meeting and the Fall Council Meeting – as well as other meetings (typically two to three) called by the President held virtually.
- **Serve on at least two NCBP Committees**, and act as Chair or Vice Chair of a committee if called upon by the NCBP President.
- **Serve as a mentor** if called upon, for Diversity Scholars and/or first timer attendees at Annual or Midyear meetings, sharing NCBP’s offerings and serving as a resource on bar leadership.

### PERSONALLY SUPPORT NCBP

- **Ensure membership dues are paid**, as an individual member, or, if a Council member is a current bar president, their bar organization’s dues are paid.
- **Support NCBP** through an annual donation to NCBP’s [Past Presidents Circle](#), outreach to current and potential [sponsor partners](#), and/or through other similar means of support.

### PROMOTE NCBP

- **Serve as an Ambassador for NCBP** in the membership development process, including reaching out to current and potential individual and organizational members, and creating and strengthening relationships between these individuals/organizations and NCBP.
- **Encourage others to participate in NCBP activities**, including serving on NCBP Committees, attending Annual and Midyear meetings, joining in 21<sup>st</sup> Century Lawyer programs; and applying to participate on the Executive Council or for the Diversity Scholarship Program, and promoting nominations for NCBP Awards.

## **\*REIMBURSEMENT POLICY FOR NCBP COUNCIL MEETINGS**

### **Fall Council Meeting**

*Council members are reimbursed for one night's lodging at the Fall Council Meeting, which is held at a location chosen by the NCBP President (typically their hometown/state).*

Fall Council Meetings usually start on a Friday afternoon and conclude mid-day on Saturday, and include two dinners, one breakfast and one lunch. Council members are responsible for any additional night's lodging, airfare, meals other than any provided as part of the Council Meeting, local transportation, and any other expenses incurred as a result of attending the Fall Council Meeting.

### **Council Meetings at Annual and Midyear Meetings**

*Council members receive complimentary registration for the Annual and Midyear Meetings.*

Council Meetings held at the Annual and Midyear Meetings usually begin on Thursday morning; with NCBP meeting programming on Thursday afternoon, all day Friday and Saturday morning. Meeting registration usually includes a Thursday evening reception, a Friday lunch, and Saturday breakfast.

Council members are responsible for their own lodging, airfare, meals other than any provided as part of the Annual or Midyear Meeting, local transportation, and any other expenses incurred as a result of attending the Council meetings at the Annual and Midyear Meetings. For example, there typically is an Executive Council Dinner which is optional but requires separate registration and payment.

If you would like more specific information about the potential costs associated with travel, please reach out to Beth Cheng, at [beth.cheng@americanbar.org](mailto:beth.cheng@americanbar.org).