

NABE Leadership Position Descriptions

NABE Board of Directors

The NABE Board of Directors is composed of 12 positions. Not all of the positions are up for election each year. While some of the positions have specialized duties, in general, the board works as a team and tries to obtain consensus on issues. The NABE Board of Directors meets four times in person during the year. Two of the meetings are held in conjunction with the NABE Annual and Midyear meetings and two typically take place in the spring and fall and require two days out of the office each. Additional meetings may be scheduled monthly via conference call. Travel expenses are reimbursed for the spring and fall meetings (only). Officers and board members take office on July 1 of the year in which they are elected.

President

Serves as the official spokesperson for NABE. Presides over NABE meetings, works with the ABA Division for Bar Services to determine agendas, presides at NABE business sessions and luncheons. Represents NABE at events sponsored by NABE or its subdivisions. Communicates with members about issues or events of importance. Appoints NABE committee chairs and members for the year of his/her presidency. The office rotates so that it is held one year by a local bar representative, the next year by a state bar representative, and the third year by either a state, local or special focus bar executive. Succession from vice president to president-elect to president is automatic under the NABE Bylaws. This is a significant time commitment outside of board meetings. Some costs may be incurred by the president's own association. This is a one-year term preceded by one year as president-elect and one year as vice president.

President-Elect

Presides over meetings in the absence of the president. Selects the chairs and members of each committee to be appointed during his/her presidency. This is a one-year term preceded by a one-year term as vice president and followed by a one-year term as president.

Vice President

There is a requirement that the person running for this office must have served at least one full year on the Board of Directors prior to assuming the office of Vice President. Succeeds automatically to president-elect and president.

Immediate Past President

Continues to serve on the NABE Board of Directors for one year after the conclusion of his/her presidency to provide organizational continuity for and guidance to the board. Votes as a member of the board, but does not serve on the Executive Committee.

Secretary

Takes the minutes of the NABE business meeting and the Board meetings. Makes changes to the NABE Operations Manual based on action of the Board of Directors. This is a one-year term.

Treasurer

Serves as the association's chief financial officer and supervises the safekeeping of funds and investments of the association. Prepares an annual budget for Board approval. Approves disbursements, maintains accurate and complete financial records, and supervises preparation and distribution of financial reports to the Board of Directors. Prepares reports for the sections as to their financial status and cooperates in an annual financial review that includes the preparation of the Federal 990 and state return. Coordinates with the ABA Division for Bar Services regarding financial reporting, dues and registration collections, and disbursements. This is a two-year term.

Directors (6)

The directors represent all NABE members and are elected by the entire membership. Two directors must be from state bars, two must be from local bars, and two are at large. Directors serve as liaisons from the board to assigned committees and/or sections. Directors serve two-year terms.