

**Job Description for President of the  
Wake County Bar Association and Tenth Judicial District Bar**

The President(s) and President-elect(s) of the Wake County Bar Association and Tenth Judicial District Bar will be actively engaged in the business of the Bar for two years. This person should bring enthusiasm to the job, with a commitment to engage with members and promote membership in the Bar. Please note that the presidential duties for each role are distinct. Further details about these duties can be found by reviewing the Bylaws for the Wake County Bar Association and Tenth Judicial District Bar available at [www.wakecountybar.org](http://www.wakecountybar.org).

*As President-elect:*

**WCBA Monthly Luncheon Program and Breakfast Discussion Series Coordinator** – The WCBA President-elect coordinates the luncheon speakers for the February through January monthly luncheon meetings. The President-elect is also responsible for obtaining the program overview and the speaker’s bio information for Bar communications.

**Monthly Breakfasts Sponsored by Lawyers Mutual Ins. Co.** – The President-elect will help identify CLE presenters as needed for the monthly breakfasts and will attend the breakfasts.

**Finance Committee Chair** - The President-elect will serve as chair of the Finance Committee. The Committee prepares and oversees the budgets.

**Appointment of Committee Chairs** – The President-elect will appoint committee chairs for the year in which the President-elect will serve as President.

*As President:*

**Bar Flyer** – The President writes the President’s Column in the Bar Flyer, which is published quarterly. The President also works with the Bar Flyer committee on content for each issue, as well as review the final draft prior to distribution.

**Speaking Duties** - The President has a speaking role at such events as the Swearing-In Ceremonies (Fall and Spring), Memorial Sessions of Court, Summer Clerk Orientation and Rule of Law Conference.

**Board of Director Meetings** – Throughout the year, there are six Board of Directors meetings. The President prepares the agenda and presides over the meetings.

**Executive Committee Meetings** – During months in which the board is not meeting, the President shall schedule and preside over an executive committee meeting to plan the business of the Bars.

**Evaluate the Executive Director** – the President shall preside over the process to evaluate the executive director.

*Joint duties for President and President-elect:*

**Committee Meetings** – The President and President-elect are expected to attend committee meetings when possible. At a minimum, he or she should attend one meeting of each committee per year.

**Conferences** – The President and President-elect may attend the following conferences:

As President-elect:

ABA Bar Leadership Institute

Conference of Metropolitan Bar Associations (COMBA) Conference

As President:

National Conference of Bar Presidents (NCBP) Mid-Year Meeting: Held in conjunction with National Association of Bar Executives (NABE) and ABA Mid-year Meeting.

NCBP Annual Meeting: Held in conjunction with both the NABE and the ABA Annual Meeting.

**Email Communication Duties** – The President and President-elect review and revise the semi-monthly broadcast email communications prior to them being sent to the entire membership.

**Invitations to Bar-Related Meetings** – The President and President-elect will find that as local bar leaders, they are invited to many bar-related meetings. They will receive announcements regarding such events as the N.C. State Bar Annual Meeting, North Carolina Conference of Bar Presidents meetings and North Carolina Bar Association meetings. Although it is impossible to attend all of the meetings, the President and President-elect should try to attend as many local meetings as his or her schedule will permit.