

## **Duties of President**

- (a) Role of the President:
- (1) Provides leadership that facilitates cohesiveness among Board members, and at the same time encourages the expression of different, and at times, opposite perspectives or points of view.
  - (2) Facilitates decision making by the Board.
  - (3) Assures that the Board focuses on the Long Range Strategy.
  - (4) Keeps the Board informed and aware of broad policy issues that may affect the functioning of the Bar.
  - (5) Presents to the Board Operations Committee for approval the material terms of any contract to employ an executive director prior to presenting any such terms to the executive director candidate.
  - (6) Consults with the Board Operations Committee about material changes to the terms and conditions of employment or performance of any senior executive.
  - (7) Is accountable for what is officially communicated by the Board and Bar to members of the Bar, to the public, and to the government (executive, legislative, and judicial branches). May function as a spokesperson or appoint or empower others to function in that capacity.
  - (8) Sets meeting agendas, calls meetings, and presides over meetings of the Board and Executive Committee.
  - (9) Resolves disputes and manages conflict among Board members.
  - (10) Assures the Board complies with its by-laws.
  - (11) Based on the goals and objectives set by the Board, manages the performance of the Executive Director by:
    - (A) Communicating Board decisions and policies;
    - (B) Establishing performance expectations and measurement systems for the Executive Director;
    - (C) Facilitating the Board role in hiring, assessment, review and firing of the Executive Director;
    - (D) Providing input to the Executive Director with respect to the assessment of the General Counsel and Secretary;
    - (E) Setting and overseeing the goal setting process for the Board;
    - (F) Helping in clarifying the roles of the Board and its members;

- (G) Ensuring Board members' orientation, training, and development;
- (H) Facilitating the process for his/her succession.

(12) Authorizes issuance of certificates of recognition and/or proclamations bearing the President's signature or, if appropriate, that of the requesting Board member, to appropriate persons, groups, or staff, as long as such requests are made in writing at least three weeks prior to their presentation.

(13) Presides over the Governance in the Public Interest Task Force.

(14) Role of President-Elect: Presents and proposes committee chairs, liaisons, and appointments to committees, after consulting with the outgoing Board Operations Committee.

**(Source: Board of Governors' Resolutions October 24, 1987, May 20, 1997, June 2006, May 2010, January 2011; Bus. & Prof. Code § 6001.2.)**

(b) The President:

- (1) supervises, directs and controls the officers of the State Bar;<sup>1</sup>
- (2) appoints board committees, their chairs and liaisons to State Bar committees;
- (3) appoints a Board Executive Evaluation Committee, of which the President is an ex-officio member;
- (4) manages the performance of the Executive Director in accordance with board goals and objectives;
- (5) facilitates board discussion and action on State Bar policy; and
- (6) makes public statements as appropriate regarding State Bar policy, position and work, with related reports to the board as required by law.

(c) Other duties of the President are as the board prescribes and as provided by law.

**(Source: State Bar Rule 6.40 adopted effective May 16, 2008; Board of Governors' Resolution May 2010.)**

## **Duties of Secretary**

### ***Secretary***

(a) The Secretary must keep at the main office of the State Bar a record of minutes of all meetings and actions of the board and board committees.

(b) The Secretary must give notice of all meetings of the State Bar and the board as required under these rules.

(c) For all board and board committee meetings, the Secretary, in consultation with the President,

(1) prepares and distributes the agenda, agenda items, committee action summaries and inventories; and

(2) sets deadlines for the distribution of agenda items.

(d) The Secretary must keep the State Bar seal, having the words and figures “The State Bar of California – July 29, 1927”, in safe custody at the main office of the State Bar, unless otherwise ordered by the board.

(e) Other duties of the Secretary are as the board prescribes.

**(Source: State Bar Rule 6.42 adopted effective May 16, 2008.)**