

**STATE BAR OF MICHIGAN
BUSINESS LAW SECTION**

Responsibilities Of Committee Chairpersons

Section members have indicated that substantive law committees are important to them. To fulfill that function, this memorandum summarizes the responsibilities of Committee Chairpersons, as outlined in the Section Strategic Plan and Directives (June 2010 Update).

1. Each Committee should hold at least one continuing legal education program a year in the subject area of the Committee.
 - The program can be one or more of the following:
 - a. seminar, including webinars;
 - b. educational sessions at committee meetings;
 - c. e-mail alerts to members on important issues; or
 - d. organize group discussions.
 - Arrangements should be made for members' participation over the internet or by telephone.
2. Hold Regular Committee Meetings
 - The goal is at least two meetings a year.
 - At a minimum, there should be at least one meeting a year.
 - Arranging for participation by telephone, web or virtual meetings is encouraged.
3. Designate a contact person for prospective committee members.
 - Although the chairperson can be the contact person, it is encouraged that some other Committee member be designated.
 - The list of Committee contacts should be available as a handout at Committee events and included in Committee published materials/seminar materials.
4. Monitor Legal Developments in Committee's Substantive Law Area
 - Committee representative should liaise with appropriate governmental entities and trade associates to be advised of issues, assist in drafting proposed legislation or rules.
 - With Council approval, lobbying assistance can be provided.

- Be cognizant of and prepared to facilitate Michigan adoption of uniform state laws.
5. Make Provisions for Committee Leadership Succession
 6. Reporting to the Council
 - Submit quarterly reports
 - Submit annual reports and an annual budget request.
 - Attending Council meetings is recommended
 7. Encourage participation by attorneys from locations other than the metropolitan Detroit and Grand Rapids areas.
 8. Encourage participation of Committee membership in Section Events.

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