



Brief Summary of Officer Responsibilities

Executive Committee members are expected to attend all ASBA functions and be available for participation in additional meetings in execution of their leadership roles. Executive Committee meetings are typically held on days around existing ASBA events. In addition, periodic in person and conference call meetings are held. Upon becoming an officer of ASBA, you accept the responsibility that the entire ASBA organization depends upon a strong leadership team.

President

- Presides at meetings of the Association, the Board of Directors, and the Executive Committee.
- Appoints all standing and special committees of the Association, including the Chairperson.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions.
- Serves as an ex-officio member of all committees, except the Nominating Committee, with voting power.
- Performs such other duties that pertain to the office of president.

President-Elect

- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions as needed.
- Performs such other duties that pertain to the office of president-elect.
- Serves and performs such duties in the absence or disability of the president.

Treasurer

- Prepares the Budget Report to be presented to the Board and membership.
- Serves as Chairperson for the ASBA Finance Committee.
- Reports regularly to the Board.
- Gives a report to the membership at the annual membership business meeting.
- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions.
- Performs such other duties that pertain to the office of treasurer.

Secretary

- Keeps the minutes of all Association, Board of Directors, and Executive Committee meetings.
- Preserves the records and files of the Association.
- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions.
- Performs such other duties that pertain to the office of secretary.

Immediate Past-President

- Mentors current president and members of the Executive Committee.
- Provides counsel to the president.
- Chairs the Nominating Committee.
- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions as needed.
- Performs such other duties that pertain to the office of immediate past-president.

Summary of 2023 Calendar of Events

The time requirements of ASBA events, conferences and meetings can be challenging. Listed below is a calendar summary for 2023. In addition to regular board meetings, the Executive Committee usually meets in person, or telephonically on a regular basis.

Date	Event	Event Summary
January 6-8, 2023	ASBA Board Retreat Tucson, AZ	Annual Board of Directors Retreat & Meeting
March or April - TBD	ASBA Equity Event Phoenix, AZ	Conference & Board of Directors Meeting
June 7– 10, 2023	ASBA Summer Leadership Flagstaff, AZ	Conference and Board of Directors Meeting
September 5 – 9, 2023	ASBA Law Conference Phoenix, AZ	Conference, Board of Directors Meeting and Delegate Assembly
September – October	ASBA County Meetings	ASBA staff and officers travel to each county (as available)
December 6 – 8, 2023	ASBA Annual Conference Phoenix, AZ	Conference and officer elections