



Chapter & Committee Responsibilities

EBA Leadership Conference



EBA Chapter Goals & Responsibilities

Support the Strategic Direction of EBA. Activities of the chapter should help group and support the strategic and financial direction of the organization.

Chapter Meetings. Each Chapter urged to hold its first organizational meeting within thirty (30) days of their elections and is encouraged to hold at least quarterly meetings thereafter and as often as necessary to carry out their objectives for the year. Since Chapters were created to serve the geographical needs of the EBA members, Chapters are encouraged to hold face to face meetings throughout their territory and to include a video or teleconference option. Quarterly meetings should include, at a minimum two educational programs, two social events, one annual meeting. Each event must generate at least a 15% profit.

Annual Plan. Each Chapter is expected to develop a plan for its activities, goals and budget for the year and provide that plan to their Board liaison. This need not be a long document, but each chapter is urged to include their Chapter Board in formulating their annual plan and to be as specific as they can. For example, rather than merely state “hold two educational lunch meetings,” they should identify the projected month and, if their chapter has progressed so far, even identify potential topics or speakers.

Chapter Charter and Elections. Charter should be reviewed early in the tenure of the Chapter President ensure compliance. Each chapter must comply with their charter and ensure proper notice to the membership is given of the annual elections.

- **Reports for EBA Update Newsletter and Website.** Each Chapter will submit a quarterly report of its activities to your Board liaison, and Board Assistant Secretary. This report, and photos if available, will be used to report your accomplishments to the EBA membership. This information will also be posted on your chapter webpage. The reports need not be long but should identify accomplishments and upcoming events. This requirement can be met with a short e-mail, which should be submitted to your Board liaison.

Due Dates: Publication Dates:

EBA UUpdate 22017 QQ1 February, 22017 (deadline February 1, 22017)

EBA UUpdate 22017 QQ2 May, 22017 (deadline April 1, 22017)

EBA UUpdate 22017 QQ3 August, 22017 (deadline July 1, 22017)

EBA UUpdate 22017 QQ4 November, 22017 (deadline October 1, 22017)

Educational Programs. Each chapter should hold at least two subject matter educational programs and at least two networking events within the bar year. The programs could feature a single speaker, a panel or roundtable discussion. They can be in person, via conference call, and/or web seminars. The programs may also be held as a series, to permit more in-depth consideration of a selected topic.

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Recorded Programs. EBA's goal is to record at least 90% of all educational programs. Please plan accordingly for any educational programs you host.

Assistance to committees and chapters. The Association's Professional Education Council looks to chapters and committees for ideas and assistance in developing topics and presentations for the Mid-Year and Annual Conferences; and in planning regional chapter programs and primers.

Seek Joint Programming Opportunities. The Association's seeks opportunities to do joint and co-marketed programs with other non-profit organizations. Chapters are encouraged to seek these opportunities and submit to the EBA Joint Enterprise Committee (JEC) for approval at least two months prior to a program.

Recruit Members. All volunteers of EBA are encouraged to recruit new members to the organization.

Groom Future Leaders. As a leader, one of your responsibilities is to groom others for leadership of your group.



EBA *Committee Responsibilities*

Support the Strategic and Financial Direction of EBA

Committee Huddle: Attend and support the Committee Huddle at the Annual Meeting. This will encourage others to volunteer.

Committee Meetings. Each committee is urged to hold at least one full committee meeting before the end of June and thereafter as often as necessary to carry out their objectives for the year. Since committee members are geographically dispersed, if a meeting is held, please take into consideration the option to hold a meeting in-person with or teleconference option.

Annual Plan. Each committee is expected to develop a plan for its activities and goals for the year and provide that plan to their Board committee liaison. This need not be a long document, but each committee is urged to include their committee in formulating their annual plan and to be as specific as they can. For example, rather than merely state “hold two brown bag lunches,” they should identify the projected month and, if their committee has progressed so far, even identify potential topics or speakers.

Committee Charter. Current committee charters can be found on EBA’s website at www.eba-net.org under “committees.” Please review this charter with your committee and consider updating if necessary. Updated Charters must be submitted to your Board committee liaison and Overall Committee Coordinator for final approval.

Quarterly Report for EBA Update Newsletter. Each committee will submit a quarterly report of its activities to your Board committee liaison, and Board Assistant Secretary. This report, and photos if available, will be used to report your accomplishments to the EBA membership. The reports need not be long but should identify accomplishments and upcoming events. This requirement can be met with a short e-mail, which should be submitted to your Board liaison.

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Energy Law Journal Committee Report. Each subject-matter committee submits a committee report to the Journal. See guidelines and details included with the training manual.

Educational Programs and a Networking Event. Each committee should hold at least two subject matter educational programs within the year (June 2016-April 2017) and at least one of them should include a networking component (reception). The programs could feature a single speaker, a panel or roundtable discussion. They can be in person, via conference call, and/or web seminars. The programs may also be held as a series, to permit more in-depth consideration of a selected topic. (See EBA Committee program guidelines within the Leadership Training manual).

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Supporting the Judicial Review Committee. The Association has transferred responsibility for collecting and posting synopses of significant judicial cases to the Judicial Review Committee.

Assistance to other committees and the chapters. The Association's Educational Program Council looks to EBA committees for ideas and assistance in developing topics and presentations for the Mid-Year and Annual Conferences; and in planning regional chapter programs and primers.

Seek Joint Programming Opportunities. The Association's seeks opportunities to do joint and co-marketed programs with other non-profit organizations. Committees are encouraged to seek these opportunities and submit to the EBA Joint Enterprise Committee (JEC) for approval at least two months prior to a program. See the Joint Sponsorship form included in this training manual.

Groom Future Leaders. Committee leaders are expected to support and groom others to lead in the future.

Recruit Members. All volunteers of EBA are encouraged to recruit new members to the organization.

Committee Timeline of Activities

2017-18

- May 1 Welcome Committee Members and confirm membership
- June 1 Convene initial committee meeting
- June 15 Review and update charter, if necessary. Submit recommendation to Board Liaison and Overall Committee Coordinator
- July 30 Submit committee annual plan to Board Liaison and Committee Coordinator
- July 1- Dec 1 Conduct at least one committee program event
- Jan 1 -April 1 Conduct another committee program event