

CIRCUIT REPRESENTATIVE'S JOB DESCRIPTION/RESPONSIBILITIES

Circuit Representatives are elected officials and serve for a one-year term, which is from Annual Meeting to Annual Meeting. All Circuit Representatives are official members of the Board of Directors of the Association and the Membership Committee.

The Board of Directors transact all business submitted to it by the President and authorize payment and approve expenditures of the members of the Board that are deemed necessary to properly perform their duties, if such funds are available. (Article 6, Paragraph 2)

The main responsibility of the Circuit Representatives is to work with the Membership Committee and Public Relations Committee to increase the membership of the Association. Other responsibilities are to:

- Seek out and recommend to the Board of Directors various benefits and programs intended to attract and retain members.
- Serve as a liaison between officers and members by forwarding information and memos to the JA's in your circuit. This is done mainly through email.
- Verify member and non-member circuit data lists sent by the Membership Chair to make sure all data is accurate.
- Report any change in address or email address, phone or fax numbers to the Membership Chair so she can update the member data.
- Report to the Membership Chair when a JA retires or otherwise leaves the Bankruptcy Court and who replaced that individual. If a second law clerk was hired in lieu of that JA, report that to the Membership Chair.
- Contact non-members in your circuit either by phone or email and encourage them to join the Association.
- Prepare a newsletter article for each issue of "Behind the Bench." Solicit input from the JA's in your circuit.
- Prepare an annual report recapping the activity in your circuit over the past year -- any new information, number of new members that have joined, etc. This is due a couple of weeks prior to the Annual Meeting.
- If possible, attend the Annual Meeting. If you are unable to attend, find and inform the President of a Circuit Representative Pro Tem who will attend in your place. This can be someone from your circuit or another circuit.

Budget Submission and Financial Responsibilities:

All Committee Chairs will prepare a proposed budget for the following year at least 60 days prior to the Annual Meeting and submit it to the Finance Committee. Care should be taken to include any projected budgetary requirements for projects that are in process that will be completed in the term of the subsequent Chair of the Committee. The Committee Chairs should consult with the Finance Committee and the President-Elect to ascertain any projects anticipated in the coming year that would require any unusual expenditures for a particular Committee, and the President-Elect's input should be sought as to approval of the Conference Planning Committee and Site Selection Committee budgets. The Committee Chairs should also compare their Committee's actual expenditures for the past year with the amount that had been budgeted for that particular Committee so that adjustments can be made for the next year's budget. The proposed budget for all Circuit Representatives for 2009 is \$150 (postage & misc.).