

VENTURA COUNTY BAR ASSOCIATION PRESIDENT'S HANDBOOK



VENTURA COUNTY BAR ASSOCIATION
4475 MARKET STREET, SUITE B
VENTURA, CALIFORNIA 93003

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INDEX OF REMAINING ATTACHED ARTICLES:

Good Bar Presidents Follow 10 Simple Rules by Allan Head

A "How-To" Kit to Help You Plan for an Effective Term as Bar President from the Kansas City Bar Association

CHECKLIST FOR PLANNING

NOVEMBER

- Finalize Issues/projects and Prioritize

NOVEMBER/DECEMBER

- Identify Committee/Section Chairs

JANUARY

- Annual Bar Leader Planning Session
- Bridging the Gap Program
- Select and Invite Keynote Speaker for Installation Dinner
- Select Location and Date for Installation Dinner

FEBRUARY

- Initial Annual Diner Committee Meeting
- Bar Leaders Conference
- Select Judge of the Year
- Letter to Members re: Membership Renewal

MARCH

- Annual Judges' Night
- Board Members to Call Past Members re: Membership Campaign

APRIL

- State Bar LRS Conference
- Legal Secretary/Boss of the Year

MAY

- Begin Discussions re: VCBA Slate of Officers
- Law Day 5k Race/Law Day Celebration
- Coordinate Nominating Committee for Election

JUNE

- New Admittee Swearing in Ceremony

JULY

- Begin Ben E. Nordman Selection Committee Discussions

AUGUST

- Ben E. Nordman Nominating Committee Meeting

SEPTEMBER

- Begin Budget Discussions with Executive Director
- State Bar Annual Conference

OCTOBER

- Finalize VCBA Budget
- Planning/Orientation Meetings with
Executive Director
- First Draft 1995 Issues/Projects

NOVEMBER

- Annual Installation and Awards Banquet
- Begin VCBA Membership Campaign
- Present Annual Budget
- Plan Traditional Christmas Celebration
- Select Location and Date for Bar Leaders' Retreat

DECEMBER

- Traditional Christmas Celebration at
President's Home (Outgoing and Incoming Board
Members)
- New Admittee Swearing in Ceremony

EXECUTIVE COMMITTEE

Committee chaired by President. Comprised of the President, Vice President, Secretary, and Treasurer. President chairs the meeting. Agendas are prepared by the Executive Director with input from the President two days prior to the meeting.

DATES:

The VCBA Executive Committee meets the 1st and 3rd Thursdays of every month at 7:30 A. M.

LOCATION:

All meetings are held at:

**Ventura County Bar Association
4475 Market Street, Suite B
Ventura, CA 93003**

Ventura County Bar Association Conference Room

BOARD OF DIRECTORS

The Board is comprised of elected officers. In addition, the president of the Barristers has an ex-officio seat on the Board.

The President chairs the meeting. Agendas are prepared by the Executive Director and approved by the Executive Committee.

DATES:

The VCBA Board of Directors meet on the 1st Wednesday of every month at 12:00 P.M.

LOCATION:

All meetings are held at:

Financial Plaza Tower Club

Traditional December Meeting @ President's Home

VCBA/VLSP, INC.

The Board of Directors of the VCBA/VLSP, Inc. is chaired by the President of the Bar Association.

DATES:

The VCBA/VLSP, Inc. Board of Directors meets the 4th Thursday of every month at 7:30 A. M.

LOCATION:

All meetings are held at:

**Ventura County Bar Association
4475 Market Street, Suite B
Ventura, CA 93003**

Ventura County Bar Association Conference Room

RELATIONSHIP BETWEEN CEO AND CAO

Nothing assists or deters an organization or makes or breaks a successful presidency quite like the quality of the relationship between the CEO (Chief Elected Officer) and CAO (Chief Appointed Officer). In the Ventura County Bar Association, those respective positions are the elected President and the Executive Director. In 1990, the VCBA hired a manager as Executive Director and in so doing quite consciously moved to a model of a strong CAO with leadership skills as well as managerial and administrative skills. The change was designed to provide a higher level of support and partnership not only for the organization as a whole but also for the office of the President.

The model of CAO and CEO used by the VCBA requires planning, negotiating, trust, open communication and honesty to establish a healthy, productive working relationship between the President and Executive Director. Both positions are dependent on the other for information sharing, advice, input, feedback and support. Each should know what the other is doing at all times; their agendas, goals and priorities should be consistent with not only the overall organization but with each other at any given moment in time.

To establish such a relationship requires regular and consistent meeting time and accessibility to each other. It is best to decide at the beginning of a President's year when you will meet with the Executive Director and what times of day are most convenient for non-scheduled interruptions.

With a strong Executive Director, the President is freed to concentrate on the policy substantive direction of the VCBA. Day-to-day operations and management should be left to the Executive Director with all requests for needed support filtered through the Executive Director. The Executive Director should keep the President informed on managerial concerns, operations and finances and the President should serve as an advisor and counselor on those matters as necessary and as requested by the Executive Director.

Attached is an interview that explores some of the dynamics of the relationship that may be of help.

Remember: The Executive Director's success is dependent on the President's success and the President's success is in large measure dependent on the success of the Executive Director.

PRESIDENT'S COMMITTEE RESPONSIBILITIES

The President typically chairs or co-chairs the following committees:

- Executive Committee
- Judicial Evaluations
- Budget Committee
- VCBA/VLSP, Inc.
- Any other special committee or task force that the President appoints and chooses to chair (it is probably wise not to chair too many committees).

The President Sits as a member of the following committees:

- Annual Dinner
- Personnel
- Ben E. Nordman Award

The Executive Director generally staffs and sits as a member of all committees which the President chairs and on which the President sits as a member. The Executive Director will assist with agenda planning, preparation, and minutes.

NOTABLE PROJECTS/ISSUES

The following projects/issues will or are likely to arise during your tenure as President:

- Continued Reorganization and Expansion of Membership Program
- Annual Installation and Awards Banquet
- Ben E. Nordman Award
- Judicial Evaluations
- Budget/Salary Review
- Legal Services Directory (Pictorial)

ANNUAL MEETINGS

DATE

MEETING

August 4-10, 2005

NABE/NCBP/ABA
Annual Meetings
Chicago, IL

Attended by Executive Director

September 8-11, 2005

State Bar of California
Conference of Delegates and Annual Meeting
San Diego, CA

*Attended by appointed delegates,
President, Executive Director
and other staff as necessary.*

January 31-February 1, 2006

NABE/NCBP/ABA
Mid-year Meetings
New Orleans, LA

Attended by Executive Director

August 7-14, 2006

NABE/NCBP/ABA
Annual Meetings
Honolulu, HI

Attended by Executive Director

September 2006

State Bar of California
Conference of Delegates and Annual Meeting
Location: TBA

*Attended by appointed delegates,
President, Executive Director
and other staff as necessary.*

KEY VCBA EVENTS

Bar Leaders Retreat Planning Session

Provides the in-coming President with an opportunity to formulate goals and plans for his/her presidency with the other officers, Executive Committee members, the Executive Director and other bar leaders in charge of Sections, Committees, and Affiliates. The first officers' retreat was held in 1985. See section on Executive Committee Retreat Planning for further information.

Date: January/February

Time: 9 A.M. to 2 P.M.

Location: Previous sites include the Ventura College of Law, President Myers' home, the Hilton Hotel, Doubletree Hotel, and Residence Inn.

Annual Installation and Ben E. Nordman Award Dinner

Officers and directors are installed into office. In years past, the officers, directors, chairs, and the general membership has been invited to the formal affair. The Installation Dinner is considered a general meeting.

Date: November (usually the 3rd Saturday)

Time: 6:00 P.M. cocktails
7:00 P.M. dinner

Location: TBA

Special Needs: Keynote Speaker/Entertainment
(selected by in-coming President and
Annual Dinner Committee)

Judges' Night

Members of the judiciary are honored at a dinner sponsored by the VCTLA. A keynote speaker addresses the group.

Date: March

Time: 6:00 P.M. cocktails
7:00 P.M. dinner

Location: Oxnard Hilton

LAW DAY Activities

Traditionally, LAW DAY activities begin with the Annual Law Day 5k Race. This event is usually held during the first Sunday in May. The President is needed during the awards ceremony.

Secondly, the LAW DAY Committee coordinates a "Speaker in the Schools" program.

MONTHLY PRESIDENT'S COLUMN

Citations Magazine

The column is due on the 5th of each month in MS Word format and is published the 1st of each month. (These are the Executive Director's deadlines and may be subject to change by the editor.)

Suggested Length: One to two double-spaced typed pages.

Please see attached previous columns for your review and to be used for helpful hints as you gather thoughts for a message. You may also utilize "guests column" as did President James McBride.