

LEGISLATIVE/LIAISON COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES

The Chair of the Legislative Committee is appointed by the current President and serves for a one-year term, which is Annual Meeting to Annual Meeting.

The objectives set forth in the Long Range Planning is to expand on them.

Make sure you read the Long Range Plan and Bylaws.

- Review the accomplishments set forth in the Long Range Plan from 1998 through present
- Review the final report on the Legislative Committee and follow through with any pending responsibilities that were not completed in the previous year.
- Develop new ideas that may benefit the ABJA
- Prepare an article for each issue of the ABJA newsletter, *Behind the Bench*.
- Prepare an annual report recapping the activity of your Committee over the past year and submit it to the President and Chair of the Long Range Planning Committee. The report is due two weeks prior to the Annual Meeting.
- Act as liaison between the FJSA and ABJA for planning future joint meetings: contact the present President of the FJSA and the Liaison Committee to set up conference calls for discussing future joint meetings, such as when and where we would meet. Report on the discussions to the President and plan to discuss it at the business meeting.

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 the Legislative/Liaison Committee for 2009 is \$50 (postage, etc.).