

## **SUPPORT AND ASSISTANCE COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES**

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

The responsibilities of the Support and Assistance Committee are to:

- Forward any Bankruptcy JA Request for Leave Donations to the Circuit Representatives for circulation to all JAs.
- Review requests for assistance and make recommendations to the Board.
- Send greeting cards to sick members, etc.
- Prepare a newsletter article for each issue of "Behind the Bench."
- Prepare an annual report recapping the activity of the Committee over the past year. The report is to be submitted to the President and the Chair of the Long Range Planning Committee two weeks prior to the Annual Meeting.
- Check the J-Net for any newsworthy support or other assistance that would help the JAs.
- Check with Federal Employment Group ("EAP"), which is a support group for all federal employees, for newsworthy information that could be passed on to the JAs.

### **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 Support and Assistance Committee for 2009 is \$120 (greeting cards, postage, misc.).