This is a summary of your duties and responsibilities. The *Nuts and Bolts Notebook* can be found online in the [Leadership Portal](#) and provides detailed information. Also, be sure to review the deadlines for the Chair of your Committee, so that you will also have a good idea of what you will be doing during your year as Chair.

**AUGUST**

Your term begins as Chair-Elect at the end of the ABA Annual Meeting. Make sure you understand your duties and responsibilities as Chair-Elect. It’s important to plan now for your year as Chair, especially if you plan to do any of the following: (1) have a Midyear or Spring CLE program, (2) conduct a national or regional CLE program, (3) conduct a CLE teleseminar or webinar, or (4) publish a book.

You should already begin to think about having business meetings when your term as Chair will begin. In fact, a business meeting at the TIPS Spring Section Conference, while you are still Chair-Elect, will assist you in planning for the next year.

Start recording and keeping track of your Committee’s activities; this will assist you in completing the Committee’s Annual Report due in May.

**OCTOBER**

Attend [TIPS Fall Meeting](#) and convene a committee business meeting if possible. New Chair and Chair-Elect orientation and training for incoming Membership Vice-Chairs will also be conducted at the Fall Meeting.

Deadline to submit recommendations for [Muskie Pro Bono Service Award](#) is in Oct.

**DECEMBER**

Submit [Form A: Planning and Budgeting Form](#) for your year as Chair of the Committee (due December 15). Only upon receipt of this budget form will you be given funding for your year as Chair. Send to Jennifer L. Michel at jennifer.michel@americanbar.org.

**JANUARY**

**APPOINTMENTS** - You and your Chair will be asked to recommend next year’s Chair-Elect and Vice-Chairs. Be sure to have at least eight to ten Vice-Chairs, to carry out the goal of having at least 20 to 30 active members of your Committee. The Diversity, Membership, Newsletter, and Technology Vice-Chairs for your Committee should already be identified.

Tell the person you have selected as the Chair-Elect for next year (the designee) that
they are expected to attend the TIPS Spring Orientation in May.

**FEBRUARY**

Attend the **ABA TIPS Midyear Meeting**.

Committee Chairs complete a [Form B: Activity Progress Report](mailto:norma.campos@american.org) due February 15 to Norma Campos at norma.campos@american.org.

**MAY**

Attend TIPS Spring Section Conference. There will be orientation training programs for Chairs, Chairs-Elect, and Designees, plus a General Committee Board meeting. Eight to ten committees will hold strategic planning sessions and the General Committee Board will meet.

Submit [Form C - Annual Report](mailto:norma.campos@americanbar.org), due May 15, for your Committee to Norma Campos at norma.campos@americanbar.org. The Annual Report reflects what was accomplished in this current year as well as what you plan to do as Chair in your year to support TIPS goals and objectives.

**JUNE**

Prepare Welcome/Introduction letters to all Committee Vice-Chairs when you receive appointment confirmations.

**AUGUST**

**ABA Annual Meeting** - Plan to take an active role at your Committee’s business meeting. This is an excellent time to get volunteers for your Sub-Committees.

Your term as Chair begins at the end of this ABA Annual Meeting. Make sure you know your duties and responsibilities as Chair. You should already have a plan for your Committee to follow in the coming year. If not, develop your plan immediately.

Write your first column as Chair for your Committee’s newsletter and website.

*See the GENERAL COMMITTEE CHAIR CALENDAR OF RESPONSIBILITIES for more details and to review the duties and responsibilities for Chairs.*