

- I. Chair (Chair-Elect automatically succeeds to Chair): The Chair shall preside at all meetings of the Section and the Executive Committee. The Chair shall formulate and present to each annual meeting of the Idaho State Bar a written report of the work of the Section from the preceding year. In addition, the Chair shall attend meetings of the Practice Section Council of the Idaho State Bar and give such periodic written or oral reports to the Board of Commissioners of the Idaho State Bar as they may require. The Chair shall perform such other acts as usually pertain to such office.
- II. Chair-Elect: Upon the death, resignation or inability for any reason of the Chair to act, the Chair-Elect shall perform the duties of the Chair. The Chair-Elect shall succeed automatically to the Chair at the meeting during which the other officers are elected. The Chair-Elect shall perform such other duties as may from time to time be assigned by the Executive Committee.
- III. Secretary-Treasurer: The Secretary/Treasurer shall keep an accurate record of the proceedings of all meetings of the Section, the council and the Executive Committee of the Section. The Secretary/Treasurer shall keep duplicate records of all the dues collected and all expenses of the Section and shall present a report to the membership at the annual meeting and any regular meeting of the Section. In addition, the Secretary/Treasurer shall cause to be published, on the Internet, the minutes and agendas of each the Section, as well as other information about the Section as the Executive Committee deems appropriate. The Secretary/Treasurer shall perform such other duties as may from time to time be assigned by the Executive Committee.
- IV. Networking Coordinator: The Networking Coordinator shall coordinate a reception, sponsored by the Section, following each mass admission of new lawyers to the Idaho State Bar. In addition, the Networking Coordinator shall coordinate other events and activities that promote social understanding, cooperation, mentoring opportunities, and networking among members of the Section and other members of the Idaho State Bar , as the Executive Committee deems appropriate. The Networking Coordinator shall also perform such other duties as may from time to time be assigned by the Executive Committee
- V. CLE/Publications Coordinator: The CLE/Publications Coordinator shall develop a series of CLEs sponsored by the Section addressing the topics of particular interest to members of the Section. The CLE/Publications Coordinator shall work with the Advocate to coordinate Section sponsorship, aspiring for Section sponsorship of an edition at least every other year. The CLE/Publications Coordinator shall also coordinate other publications as the Executive Committee deems appropriate and regularly engage members of the Section to write articles and materials for publication. The CLE/Publications Coordinator shall perform such other duties as may from time to time be assigned by the Executive Committee.