



MIAMI-DADE BAR
YOUNG LAWYERS SECTION

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BOARD MEMBER DUTIES & EXPECTATIONS

The Miami Dade Bar (MDB), a not-for-profit voluntary bar, was founded in the early 1900's and incorporated as a non-profit organization in 1920. The MDB Young Lawyers Section (YLS) is comprised of MDB members who are under thirty-six years of age.

The purpose of the YLS is to (a) assist the MDB in carrying out its objectives and to carry out such objectives and projects as are adopted by the membership of the Board of Directors of the YLS; (b) stimulate interest and encourage participation of the younger members of the MDB in the YLS, The Florida Bar, and the American Bar Association, and (c) plan and implement programming designed to advance these objectives and to promote the welfare of the YLS's membership and the community it serves.

The YLS Board of Directors is the policy-making body of the YLS and consists of eighteen voting members: President, President-Elect, Secretary, Treasurer and fourteen Directors/Board Members with staggered two-year terms. The MDB's Fiscal Year runs from July 1 - June 30.

Board Members are expected to (a) actively support and be familiar with the YLS purpose, programs, and activities, (b) support and attend YLS-sponsored events, and (c) chair at least one committee as required in the Bylaws and offer to take on special assignments.

Board Members are **required to attend** the Annual Board Retreat and review all source information provided.

Board Members are **required to attend** MDB YLS Signature Events: Miami Nights in the Fall and the Judicial Reception in the Spring. Board Members are also required to actively participate in fundraising initiatives for these Signature Events. Board Members are encouraged to attend all YLS events and should attend at least one event planned by each committee. At least one Board Member from a committee must attend their committee's event or designate another Board Member to attend on their behalf.

The Board of Directors meets on the first Tuesday of each month at 6:00 p.m. (or at some other regular date/time as agreed by the Board of Directors). The Board does not meet in August. **Board meetings are mandatory.** Board members must prepare for and actively participate in board meetings, including, but not limited to, submitting a committee report and reviewing the agenda and all source materials prior to each meeting. Two unexcused absences will result in removal from the Board.

Board members are **required to prepare for and actively participate in** each committee to which he or she is assigned. Board Member committee duties and responsibilities include, but not limited to: attending the majority of the committee's events, spearheading (creating, organizing, promoting, and attending) at least one large-scale committee event; attending all committee meetings; participating in all committee conference calls; responding to all emails and telephone calls from committee co-chairs and members in a timely and professional manner.

Absences by a Board Member from required YLS events or meetings and/or failure of a Board Member to actively participate in an assigned committee and/or satisfy his or her committee duties and responsibilities will result in a review by the YLS officers and may result in removal for cause from the Board of Directors pursuant to the YLS Bylaws.