



Pro Bono Center

Board of Governors/Board of Directors Position Descriptions



PRESIDENT-ELECT

3-year commitment

Year 1 (President-Elect)

- Serve as a member of all Board and Bar committees, unless otherwise provided in the Bylaws or other rules
- Perform the duties of the President during any absence or temporary disability of the President, and, at the expiration of the one-year term of office of the President, succeed to the office of President

Year 2 (President)

- Preside at all meetings of the Bar and of the Board of Governors
- Serve as a member of all Board and Bar committees, unless otherwise provided in the Bylaws or other rules

Year 3 (Immediate Past President)

- Serve as Immediate Past President for the fiscal year following their year of service as President

SECRETARY

1-year commitment

- Serve on the D.C. Bar Board of Governors and the D.C. Bar Pro Bono Center Board of Directors
- Attend up to 8 regular meetings per year (typically 2nd or 3rd Tuesday of the month)
- Serve on one or more Board Committees
- **Draft the minutes of the meetings for approval by the Board at the next meeting**

TREASURER

1-year commitment

- Serve on the D.C. Bar Board of Governors and the D.C. Bar Pro Bono Center Board of Directors
- Attend up to 8 regular meetings per year (typically 2nd or 3rd Tuesday of the month)
- Serve on one or more Board Committees
- **Report at BOG/BOD meetings on the Bar's and PBC's financial condition**

OTHER ELECTED MEMBERS OF THE BOARD OF GOVERNORS

3-year commitment (up to 2 consecutive 3-year terms)

- Serve on the D.C. Bar Board of Governors and the D.C. Bar Pro Bono Center Board of Directors
- Attend up to 8 regular meetings per year (typically 2nd or 3rd Tuesday of the month)
- Serve on one or more Board Committees

For more information about serving on the Board of Governors/Board of Directors, please contact Crystal White, Board and Committee Liaison, at cwhite@dcbar.org.