

**EXECUTIVE SECRETARY
CHARLESTON COUNTY BAR ASSOCIATION
List of Duties**

1. Work with the Officers and Committees to plan seminars and other events.
2. Attend the monthly Executive Committee meetings.
3. Pick up mail from the Post Office every other day.
4. Maintain the Bar telephone (mobile). If unable to provide the requested information or unsure about providing the information, contact the President or President-Elect, or give the Lawyer Referral Service information.
5. Meet with Secretary-Treasurer to get checks and mail (about 1 hour/week).
6. Make bank deposits (1 hour/week; time may increase to 3 hours/week November through February when dues arrive).
7. Work with the Accountant to aid Secretary-Treasurer in monitoring financial information.
8. Maintain a list of all paid members from dues received at beginning of year; send out past-due notices in March. (This takes more time between November and March, approximately 7 hours a week when dues are coming in, to check addresses, telephone numbers, and e-mails against information already on the E-blast list and the Website under the Lawyer Directory). Check the Business section of the *Post & Courier* to find any news about new attorneys or changes at law firm.
9. Maintain an up-to-date list of attorneys and addresses for website and *Tuesday Talk*.
10. Work with the Law Student Liaisons to maintain the membership list.
11. Send *Tuesday Talk* to all Bar members (including Law Student Division members) each Tuesday unless otherwise directed by the President.
12. Work with the President to send out death or funeral announcements of deceased Bar members.
13. Attend Charleston Bar functions; help with registration; take pictures for website and social media.
14. Newsletter – Gather and receive all information for Newsletter
 - a. Obtain Federal Court verdicts.
 - b. Obtain State Court verdicts.

- c. Because the verdict sheets do not contain all information, get the remaining information needed for State Court verdicts by going online; double-check the names of the attorneys and the complete caption.
 - d. Obtain the Circuit Court Schedule for State Court, 9th and 1st Circuits.
 - e. Work with the Newsletter Editor to compile a first draft of the Newsletter by three weeks before publication date (approximately 10 hours/month). (Note: The Newsletter is published every other month. Start gathering information one month before the deadline. Attorneys and others send information on a regular basis that they want posted in the Newsletter.)
15. Annual Meeting
- a. Work with the President and President-Elect to plan the Annual Meeting to include finding the location, caterer, etc. Since we have used the Francis Marion Hotel for a number of years, we do not have to find a caterer, just select menu. Finalize the date and place for the following year immediately following each Annual Meeting. The Annual Meeting is usually around the time of Wildlife Expo; dates are hard to get.
 - b. Send out Annual Meeting notices to all Charleston County Bar members, judges, and special guests.
 - c. Keep track of an average of 40-50 responses a day. Make a list of special guests to be recognized at the meeting.
 - d. Prepare the Agenda and send drafts to outgoing and incoming Presidents.
 - e. Order plaques for outgoing President and outgoing Board members, as directed.
 - f. Get a list from the South Carolina Bar of all attorneys who have passed the Bar in the past year to invite them to the Annual Meeting and to join our local Bar if they have not already done so.

From November until March, the most time-consuming duty is logging in dues paid by over 2,100 attorneys, checking their information, *etc.*