

INNS OF COURT DUTIES OF OFFICERS

President

1. Insure that every member pays his/her dues and follow up on payment.
2. Announcements
 - a. Annual membership dues and requirements of membership.
 - b. Monthly meeting announcements, including sponsoring law firms re receptions.
3. Monthly Program Logistics
 - a. Sign in sheet.
 - b. Name tags.
 - c. Arrange catering, purchase water and additional supplies.
 - d. Create folder for first meeting.
4. June Dinner
 - a. Organization: HDM, funding, set-up
 - b. Awards
5. Communication with National Inns of Court
 - a. National Awards Nominations
 - b. Meeting with national reps.
 - c. Other

President-Elect

1. Membership
 - a. Keeping current and past membership lists to track associates and barristers.
 - b. Tracking attendance at meetings and providing monthly attendance sheets.
 - c. Tracking all levels of membership for term limits or replacement of masters.
 - d. Review purpose of emeritus members and who qualifies for emeritus status.
 - e. Spring: prepare list of expired members at every level so we know how many slots we have available for new members.
 - f. Keep track of guests who attend meetings for possible membership.
 - g. Website - set up group e-mail
2. Mentoring Program
 - a. Assign mentors and mentees.
 - b. Send reminders to mentors to meet with mentees.

3. September Meeting
 - a. Site, cost, menu, date, etc.
 - b. Agenda for dinner
 - c. Introduction of new members, etc.
4. June Dinner
 - a. Gift to President
 - b. Gifts for others - secretaries, etc. who assisted
5. Coordination with Judges and Emeritus Masters

Program Director

1. Programs
 - a. Plan yearly program topics.
 - b. Assign members to programs.
 - c. Coordinate changes in groups.
 - d. Monitor participation in group projects - follow up re: future membership.
 - e. Coordinate with the courthouse personnel re courtroom, reception set-up.
 - f. Meet initially with groups.
2. Publicity for Monthly Programs
 - a. Writ
 - b. NNWLA Newsletter
 - c. Nevada Lawyer, etc.
 - d. Bankruptcy Bar
3. Monthly Program Logistics
 - a. Set up tables, food, beverages.
 - b. Unlock courtroom, insure courtroom is cleaned up.
 - c. Prepare evaluations and deliver to the meeting.
 - d. Collect and compile evaluations.