

Position Title: Counselor**Position Impact**

The Counselor assists the President in his or her responsibilities.

Position Responsibilities

- Execute the functions of the President in his or her absence
- Establish and maintain liaison with the local federal and state courts
- Oversee the Inn's mentoring program

Qualifications

- Must be a Master of the Bench and must maintain an active status with the Inn throughout his or her term.
- If the concurrent President is not a judge, the Counselor must be a judge.
- Must have been continuously active with the Inn for a minimum of two years before beginning his or her term.
- Demonstrated leadership skills, either as an officer or committee chair of the Inn, or through a leadership position with another legal or community organization.

Commitment Required

The term of this position is two years, commencing on July 1 following the elections. A person may serve two consecutive terms, however, a second term requires reelection according to the procedures set forth in the Inn bylaws.

Training

- Meet with the outgoing President and Counselor to review the current standing of the various operational areas of the Inn, including the status of the Inn's mentoring program.
- Review the Inn's most recent self-evaluation to determine previous successes or challenges encountered in the position.
- Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn.

Responsible To/Responsible For

- The Counselor is a member of the Executive Committee.

Volunteer Agreement

Position: Counselor

Term: July 1, _____ through June 30, _____

I, _____, agree to serve as a volunteer for the _____ American Inn of Court. I have read and understand the position description for the position for which I am volunteering, and I agree to fulfill the responsibilities of that position for the specified term.

Signature

Date