

**Committee Chair**  
**BAR RELATIONS COMMITTEE**  
**Job Description**

<b>Position:</b>	Chairman, Bar Relations Committee	
<b>Purpose:</b>	Work to continually improve and maintain our good working relationship with the KBA by assisting the KBA in any way possible.	
<b>Committee Size:</b>	Chair plus 2-3 additional members	
<b>Term of Service:</b>	1 Chapter Year (April 1 – March 31)	
<b>Oversight by:</b>	Board of Directors	
<b>Records Retention:</b>	<b><u>Item:</u></b> Program Materials/Contacts	<b><u>Retention Period:</u></b> 7 years
<b>Duties of the Committee:</b>	<ul style="list-style-type: none"> <li>• Work closely with the Executive Director of the Knoxville Bar Association in gathering and implementing CLE ideas for co-sponsorship of programs presented to both attorneys and law office staff.</li> <li>• Make inquiries, contact speakers, coordinate materials and program dates with the assistance of committee members.</li> <li>• Assist the Executive Director of the KBA in any way possible in bringing relevant and interesting programs before the Bar and our Association.</li> <li>• Coordinate committee meeting dates and committee member responsibilities as the programs may require.</li> </ul> <p>Note: Fees for our Chapter Association are generated by splitting the "profit" from the support staff portion of the fees after the KBA deducts attorney registrants and expenses from the gross income.</p>	