

Charter 1 of the
SMALL LAW DEPARTMENT COMMITTEE
of the American Corporate Counsel Association
Mission Statement

ACCA's Small Law Department Committee will be comprised of ACCA members who either a) practice in, or are concerned with issues relating to, small corporate law departments (while there is no specific limit, it is expected that most members will practice in departments with between one and five attorneys) or b) practice in larger departments either as a legal "generalist" or at a remote location with few lawyers. The committee will arrange formal and/or informal sessions each National Meeting, and will collect and develop information of particular interest to small law department practitioners and generalists. Information will be disseminated through ACCA publications and Committee publications, Web Site, Email, conference calls and programs. Further, it will function within the ACCA organization (through coordination with staff, leadership, chapters and other national committees) to ensure issues concerning small law departments and generalists are appropriately addressed.

The ultimate goal of this committee will be the development and exploration of practice methods by which attorneys in small law departments and generalists in larger departments can most effectively and efficiently provide legal services to their corporate clients.

Leadership

Chair

Responsible for the overall direction, motivation and administration of committee activities. The chair also has overall responsibility for adhering to ACCA's National Committee Activity Guidelines and for acting as liaison with ACCA's national office. Term of office is one year. The chair is succeeded by the vice chair at ACCA's Annual Meeting.

Vice Chair

Deputy to the committee chair. Term of office is one year. The vice chair is succeeded at ACCA's Annual Meeting by the committee secretary.

Secretary

Responsible for keeping minutes of all committee and executive board meetings. The secretary shall maintain a history of the committee's activities and serve as editor for the committee newsletter. The secretary

is an ex officio member of each subcommittee. Term of office is one year after which time the secretary is succeeded by an individual elected at the Committee's business meeting at ACCA's Annual Meeting. Nomination(s) for such election will be made by the vote of the current Chair, Vice Chair, and Secretary of the Committee.

Membership Subcommittee

Responsible for promoting the committee and its activities for the purpose of increasing committee membership and activity. Also responsible for maintaining the committee membership including: ensuring that the membership records are kept current; conducting periodic membership surveys to determine needs and interests; and, organizing member networking opportunities. This subcommittee shall be administered by a subcommittee chair and vice chair whose terms of office are one year. The subcommittee chair is succeeded by the vice chair at ACCA's Annual Meeting, at which time a successor to the subcommittee vice chair is designated by the outgoing chair of this Subcommittee.

Programs Subcommittee

Responsible for organizing and producing programs of import and interest to the committee in accordance with the National Committee Activity Guidelines. This subcommittee shall be administered by a subcommittee chair and vice chair whose terms of office are one year. The subcommittee chair is succeeded by the vice chair at ACCA's Annual Meeting, at which time a successor to the subcommittee vice chair is designated by the outgoing chair of this Subcommittee.

Publications/Information Resources Subcommittee

Responsible for the organization and production of practice resources for the membership in accordance with the National Committee Activity Guidelines including the Committee's Web Page, ACCA Docket articles, books, manuals, videotapes, etc. This subcommittee shall be administered by a subcommittee chair and vice chair whose terms of office are one year. The subcommittee chair is succeeded by the vice chair at ACCA's Annual Meeting, at which time a successor to the subcommittee vice chair is designated by the outgoing chair of this Subcommittee.

Executive Board

Effects implementation of the committee's activities based upon input from the regularly scheduled conference calls. Composed of the committee chair, vice chair, secretary, and the chairs of each of the subcommittees.

Strategic Planning Council

Consists of the Executive Board and those appointed each year by a vote of that Board to assist, during scheduled conference calls, with planning of the committee's activities, based upon the committee charter and surveys of the committee's membership. Because participation on the conference calls must be limited due to the logistics involved in having meaningful discussions, the Council must be limited to no more than 40 experienced small department practitioners or generalists who are committed to participating in a minimum of 25% of the scheduled calls. The Committee Chair should consult with anyone who misses 3 consecutive calls to determine that person's continued interest. People not exhibiting continued interest may be replaced by the Executive Board.

1 This Charter and the activities of the committee shall at all times be subject to the Bylaws and policies of ACCA.