



LEGAL ADVISOR

ABA Job Description

BASIC FUNCTION

The Legal Advisor shall be responsible for the advice and handling of legal matters for the Corporation.

LEGAL ADVISOR/CORPORATION REPRESENTATIVE QUALIFICATIONS

1. Have the necessary legal educational background
2. Be able to devote the necessary time to handle the job satisfactorily.
3. Be thoroughly conversant with the Bylaws and Standing Rules of ABA.

CURRENT PROCEDURES

1. Serve as an advisor, with no vote, to the Executive Board, Bylaws Committee, *Bell Tower* Committee and Convention Committee as needed.
2. Complete all correspondence and telephone communication necessary to handle the legal matters for the corporation.
3. Review and approve all contracts that bind the corporation, prior to their signing.
4. Verify annually with the Treasurer that the following positions are covered by an in-force bond - President, Treasurer, Membership Chairperson, Annual Convention Treasurer, and Assistant ABA Treasurer, "if extant."
5. If requested, attend meetings of the Executive Board and the convention plenary sessions.

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

All ABA positions (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.



Legal Advisor

(Revised March 2025)

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.