

Description of LIHBA Board Positions

Executive Board:

President. The President shall be the presiding officer at all meetings, (s)he shall be responsible for the daily management of business of the Association, and, (s)he shall be responsible for the day-to-day responsibilities of administering and managing the Association in conjunction with the Board of Directors.

President-Elect. The President-Elect shall provide such support and assistance as needed by the President and the Board; shall actively engage with the President so as to learn the duties and responsibilities of the office of President; shall familiarize themselves with the By-Laws and recommend such changes and revisions to the By-Laws as they deem prudent for consideration by the Board, shall represent the organization at events as agreed on in conjunction with the President, and shall otherwise assist with and support the various events and programs of the Association. The President-Elect shall serve as Acting President during a vacancy in the office of President.

Vice-President. The Vice-President or, if there shall be more than one, the Vice-Presidents, shall assist the President in the daily management of the business of the Association and the implementation of resolutions and orders of the Board of Directors. If there is more than one Vice-President, the Board may grant such titles as shall be descriptive of their respective functions or indicative of their relative seniority. The Vice-President, or, if there is more than one, the Vice-Presidents, in the order of their seniority as indicated by their titles or as otherwise determined by the Board, shall, in the absence or disability of the President, or in the event of the refusal of the President to discharge the duties of his or her office, exercise the powers and perform the duties of this office; and (s)he or they shall have such other powers and duties as the Board of Directors may from time to time prescribe.

(a)**Vice-President for Membership.** The Vice President for Membership in conjunction with the President shall be primarily responsible over the Membership Committee, if any; the membership drives and initiatives of the LIHBA; and shall work to grow and maintain the membership of all classes of members of the LIHBA;

Specifically, the Vice-President of Membership shall be responsible for the maintaining of the list of active members of the association, shall coordinate the annual membership drive, shall head new member initiatives and shall work with the Treasurer in collecting annual membership dues, shall represent the organization at events as agreed on in conjunction with the President, and shall otherwise assist with and support the various events and programs of the Association.

(b) **Vice-President for Programs.** The Vice-President for Programs in conjunction with the President shall be primarily responsible over the Programs Committee, if any; the various educational, professional development and legal programs of the LIHBA; shall work to develop and maintain the various educational, professional development and legal programs of the LIHBA.

The Vice-President of Programs shall partner and/or collaborate with other bar associations with regards to joint programming, represent the organization at events as agreed on in conjunction with the President, and shall otherwise assist with and support the various events and programs of the Association.

(c) **Vice- President of Community Outreach.** The Vice-President for Community outreach shall oversee the providing of services to the Hispanic Community of Long Island, including education, social planning, and support of activities of the LIHBA, including but not limited to the Holiday Food Drive, Winter Coat Drive and the Prom Dress Drive; and shall work to develop and maintain the educational, promotional, cultural, and social programs of the LIHBA.

Additionally, the Vice-President of Community Outreach shall, in conjunction with the President be primarily responsible over the Community Outreach Committee, if any; maintain and grow LIHBA's network of Community Partners and shall also be responsible for the LIHBA's Community Outreach newsletter, and shall otherwise assist with and support the various events and programs of the Association.

The Board of Directors may from time-to-time as deemed necessary and appropriate by the Board of Directors, change the title and responsibilities of the Vice-Presidents.

Secretary. The Secretary shall maintain records of the names and addresses of the Sponsors and the Board of Directors. (S)he shall give notice of all meetings of the Board of Directors to the respective members, and keep minutes of all such meetings. (S)he shall perform duties incident to the office of Secretary and such other duties as may be assigned by the President or authorized by the Board of Directors from time to time.

Specifically, the Secretary shall be knowledgeable as to the relevant time frames for meetings in accordance with the LIHBA By Laws. (S)he shall calendar and give notice of all meetings of the Board of Directors to the respective members, in accordance with the By Laws, and keep minutes of all such meetings. The Secretary shall also manage all correspondence to the organization, whether by mail to PO Box 418, Garden City, New York 11530, or electronic mail to lihbacontact@gmail.com. The Secretary shall also be responsible for communication with the membership, whether by social media, mail, email or third-party email marketing tool, such as Constant Contacts. The Secretary shall be responsible for the creation of LIHBA's monthly newsletter, and the maintenance of the LIHBA youtube channel. Further, the Secretary shall be responsible for the updating and maintenance of the website, including upcoming events and job listings, and work with the Vice-President of Community Outreach to include timely information for the benefit of the Hispanic Community. The Secretary shall also represent the organization at events as agreed on in conjunction with the President and otherwise assist with and support the various events and programs of the Association.

Treasurer. The Treasurer shall oversee the care and custody of all the funds and securities of the Association, receive and cause receipts to be given for moneys due and payable to the Association, cause the signing and endorsing in the name of the Association of all checks, drafts, notes and orders for payment of money, and cause the deposit of such moneys in the name of the Association in such banks or depositories as may be selected by the Board. At the end of each corporate year, (s)he shall request an audit, review or compilation of the accounts of the Association and present the same to the Board of Directors. (S)he shall perform duties incident to the office of Secretary and such other duties as may be assigned by the President or authorized by the Board from time to time.

Specifically, the Treasurer shall maintain the Association's QuickBooks Account ledger, and work with the Vice-President of Membership to bill and collect annual membership dues. The Treasurer shall also manage any funds received through a third-party program event coordinating platform such as Eventbrite. The Treasurer shall also be responsible for the creation of a budget for the Association at the end of each year and monitor the adherence to that budget throughout the year. The Treasurer shall also communicate with the Associations CPA's to ensure the timely filing of annual Tax Returns,

maintenance and compliance with exemption certifications with local, state and federal government. The Treasurer shall ensure that any notices from any governmental tax agency are communicated to the Associations CPA's and expeditiously resolved, shall represent the organization at events as agreed on in conjunction with the President and otherwise assist with and support the various events and programs of the Association.

Board of Directors:

Management of the Association. The Association shall be managed by its Board of Directors which shall consist of not fewer than five (5) or more than fifteen (15) directors, as fixed from time to time by resolution of the Members.

The Board of Directors shall have all the general and special powers as set forth in NPCL Section 202. These shall include the power:

- (a) To elect a President, Vice-Presidents, Secretary and Treasurer, and such other officers as the Board of Directors may deem advisable.
- (b) To make, alter or amend policies and by-Laws of the Association in accordance with the provisions of the NPCL and these By-Laws.
- (c) To ensure that adequate funds are available for the Associations operations, including adequate staffing, proper working conditions, salaries, and facilities.
- (d) To oversee the accounting for the Association and expenditures of funds. In furthering this purpose, the directors may elect to engage an accountant to make provisions for auditing of the Association's books and records.
- (e) To select and appoint an Executive Director or engage any other persons or entities to administer the Association's programs and activities.

Each member of the Board shall also represent the organization at events as agreed on in conjunction with the President and otherwise assist with and support the various events and programs of the Association.

LIHBA

Long Island Hispanic Bar Association



2024 BOARD MEMBER APPLICATION

The Association shall be managed by its Board of Directors which shall consist of not fewer than five (5) or more than fifteen (15) directors, as fixed from time to time by resolution of the Members.

LIHBA BOARD POSITIONS:

President

President-Elect

Vice-President of Programs

Vice-President of Membership

Vice-President of Community Outreach

Secretary

Treasurer

Immediate Past President (Not an open position)

Board of Directors (7 positions max)

Law School Members (Non-voting)

See attached Description of Board Positions

Your Name:

Your Employer/Firm Name/Law School:

Your Email and Phone Number:

Do you work or reside on Long Island?

Yes or No

Are you currently a LIHBA member in good standing (Is your membership current)?

Yes or No

How long have you been a member of LIHBA?

Have you ever applied for a Board position with LIHBA before?

Previous Board Positions held in LIHBA:



LIHBA

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Are you a member of any other Bar Associations?

Do you currently hold any Board positions in any other Bar Associations?

Previous Board Positions held in other Bar Associations:

What Board Member position are you seeking and why do you believe you would be a good fit for that position?

Would you consider a different Board Member position?

Is there anything else you would like us to consider?