



## **College of Law Practice Management**

### **Local Meetings Committee Charter**

**April 2020**

#### Mission

The Local Meetings Committee organizes in-person and virtual meetings among College of Law Practice Management (COLPM) Fellows. These meetings help strengthen relationships and build a sense of community among Fellows by creating opportunities beyond the annual Futures Conference for interaction among Fellows in educational and social gatherings.

#### Membership

The committee is composed of five members, two of whom are Trustees and three of whom are other Fellows. The members are usually, though not always, from cities with sufficient numbers of Fellows to be able to hold local meetings.

The committee is led by a Chair, who is a Trustee.

The Trustees appoint the Chair and other members.

Each committee member serves a three-year term, staggered such that every year, one or two members rotate(s) off the LMC. The inaugural LMC in April 2020 will have one member whose term expires in 2021, two members whose terms expire in 2022, and two members whose terms expire in April 2023.

#### Responsibilities

The committee will periodically solicit names of Fellows able and willing to host, or present at, local or virtual meetings. The committee will then plan the number and

locations of local and virtual meetings for the upcoming six-month period and arrange for those meetings to happen.

The committee will provide a brief written report of its activities to the Board of Trustees before each meeting of the Trustees.

#### Committee meetings

The committee will meet at least quarterly. A majority of the committee members shall constitute a quorum. The committee Chair will keep a copy of the committee meeting minutes and forward a copy to the Secretary of the Board of Trustees. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

The committee will review its charter at least biannually and recommend any proposed changes to the board for review.

#### Charter history

This charter was originally approved by the Board of Trustees on April 22, 2020. This charter was last updated on April 22, 2020.