

SOUTHERN CALIFORNIA CHINESE LAWYERS ASSOCIATION (SCCLA) 2023 BOARD OF GOVERNORS DUTIES & EXPECTATIONS

Organized in 1975, the Southern California Chinese Lawyers Association (SCCLA) provides mutual support for Chinese American and Asian American lawyers, jurists, and law students in Los Angeles and Orange Counties. Our Mission Statement reflects SCCLA's priorities.

The SCCLA Board of Governors is the governing body of SCCLA's 501(c)(6) organization and consists of five (5) officers and sixteen (16) governors. The Executive Committee consists of the officers of the Board and meets regularly via email, virtual means, and in-person as necessary. The Board meets in person monthly.

Board members agree to set and fulfill the following expectations and duties:

1. Support SCCLA's **Mission Statement**:
 - advance* the professional growth and interests of Chinese and Asian American lawyers, jurists and law students;

 - improve* the access of the Chinese and Asian American communities to legal services; and

 - promote* the interests of the Chinese American and broader Asian American communities.
2. Demonstrate the **highest standards of personal integrity, trust, and decorum** in serving on the SCCLA Board, including at SCCLA meetings, events, and whenever representing SCCLA.
3. Maintain **confidentiality** of Board and Executive Committee discussions.
4. **Personally attend 80% of monthly Board meetings** (10 out of 12), of which the retreat is considered a board meeting. Attendance of in-person meetings by virtual means is limited to one Board meeting only. The Board shall periodically evaluate the propriety of virtual meetings based on existing concerns and local guidelines regarding Covid-19.
5. Serve as an **active member of at least one (1) committee** by regularly and meaningfully contributing to the committee, *e.g.*, chairing events, attending committee meetings.
6. **Actively attend, support, and be familiar with SCCLA's programs and activities**, including personally **attending the majority of SCCLA events** (including our Annual Installation Awards and Banquet) and two sister bar association dinners per year. Officers will attend three sister bar association dinners per year and pay an additional fee for the third dinner.

7. Actively **support and engage in SCCLA’s fundraising efforts** by supporting the Annual Installation Awards and Banquet and helping to secure sponsors for SCCLA events.
8. Fulfill the **Annual Installation Awards and Banquet (“Banquet”) expectations**, which are the following:
 - i. Join and meaningfully contribute to a **Banquet committee**;
 - ii. **Contact 10 sponsors** using a letter that will be provided by the Sponsorship Committee, subject to employment-based restrictions;
 - iii. **Secure one (1) table sponsorship** from your employer, colleagues, and/or friends, subject to employment-based restrictions, or secure sponsorship(s) of equal value (*the standard rate at SCCLA’s most recent in-person banquet in 2022 was \$2,000; the government rate was \$1,500*);
 - iv. **Contribute an item valued at \$25** to the SCCLA Scholarship Foundation silent auction (see Item 9 below); and
 - v. **Personally attend our Banquet.**
9. Make a personal **donation to the SCCLA Scholarship Foundation**, our 501(c)(3), of at least \$25 per year, and/or raise a similar amount for the SCCLA Scholarship Foundation through alternate means (*e.g.*, soliciting silent auction donation items).
10. **Be a SCCLA member and pay board dues**, which are as follows for 2023: \$375 for non-Lifetime Member board members and \$325 for Lifetime Member board members.
11. **Promptly communicate with the Executive Committee** when any difficulty arises in fulfilling the aforementioned duties and expectations, *e.g.*, email Officers when you cannot attend a board meeting, provide advance notice if conflicts arise which prevent participation.

**We, the undersigned 2023 Board of Governors,
agree to uphold the SCCLA Board of Governors Duties & Expectations.**

*Names
Date*