

Denver Bar Association – Leadership Descriptions

Updated December 11, 2019

The Denver Bar Association is a member driven legal organization committed to the helping lawyers practice law. We interact with law professionals on many levels, from face-to-face networking and career-building CLE to providing rewarding opportunities for leadership and community involvement. Our membership includes lawyers from all areas of the practice of law, including students and young lawyers, those in private and government practice, judges and long-time legal professionals.

The Denver Bar Association is committed to promoting member success by;

- Cultivating an inclusive and engaging legal community;
- Delivering programming focused on enhancing professional excellence; and
- Supporting and advancing justice.

In accordance with the strategic goals of the Denver Bar Association Strategic Plan, it is our goal to engage under-represented populations by improving and ensuring their inclusion at all levels of the DBA. When making leadership selections and appointments, the DBA is committed to a non-discriminatory approach to provide equal opportunity for selection regardless of race, ethnicity, national origin, gender identity, gender expression, sexual orientation, disability, or religion. We encourage diverse candidates to apply for these positions.

Leadership positions through the Denver Bar Association are available through election by the DBA Nominating Committee or through appointment by the DBA President. All leadership positions begin on July 1st at the start of the DBA's fiscal year. The term of service is determined by the position.

Applications for available elected leadership positions are due by **February 28th**.

Applications for available appointed leadership positions are due by **May 1st**.

For more information on available leadership positions, click on the hyperlink below:

Elected Leadership Positions:

- [Denver Bar Association President](#)
- [Denver Bar Association First Vice President](#)
- [Denver Bar Association Second Vice President](#)
- [Denver Bar Association Board of Governors Representative](#)
- [Denver Bar Association Board of Trustees](#)

Appointed Leadership Positions:

- **Denver Bar Association Treasurer**
- **Denver Bar Association Budget Committee**
- **Denver Bar Association Board of Governors Representative**
- **CBA/DBA Joint Management Committee**
- **Denver Bar Association Nominating Committee**
- **Waterman Fund Administrator**
- **Denver Bar Association Committee Chair**
- **American Bar Association – House of Delegates**

Denver Bar Association – President

The President of the Denver Bar Association is elected by the DBA Nominating Committee. As President of the Denver Bar Association, you will be responsible for:

- Presiding at all Denver Bar Association Board of Trustees meetings;
- Serving as an *ex officio* member of all committees with power to delegate committee liaison duties to the President-elect, the Vice Presidents, and selected members of the Board;
- Serving as a representative of the DBA on the Board of Governors of the Colorado Bar Association (CBA) for a term of two years;
- Serving on the CBA Executive Council;
- Serving on the CBA/DBA Joint Management Committee;
- Attending national and regional bar association leadership conferences on behalf of the DBA;
- Attending all Presidents' Diversity Council meetings;
- Attending fall and spring Admission Ceremonies;
- Speaking as requested or invited at various CLE symposium, legal community stakeholder gatherings, and ceremonies;
- Writing for The Docket and other DBA and CBA publications;
- Working cooperatively with the CBA/DBA staff to plan and coordinate events including the annual Barrister's Benefit Ball; and,
- Scheduling membership meetings as appropriate.

The term of DBA President follows the term of President-elect, and is a three year commitment as President-Elect, President, and Immediate Past President.

As President-Elect, you will be responsible for:

- Serving as a committee liaison as assigned by the President;
- Performing any special duties assigned by the President; and
- Attending all meetings of the Board, held monthly with the exception of the month of August.

Interested parties are encouraged to apply by submitting a current resume or Curriculum Vitae and a cover letter, with the required position application, found at <https://denbar.org/PORTALS/DBA/repository/DBA%20Leadership/DBA%20Application%20Form%2012112019.pdf?ver=2020-01-17-120949-620×tamp=1579288688242> or by clicking [here](#).

Denver Bar Association – First Vice President

The First Vice President of the Denver Bar Association is elected by the DBA Nominating Committee. As First Vice President of the Denver Bar Association, you will be responsible for:

- Performing the duties of the President in the event of the President's absence or inability to perform their duties;
- Serving on the Budget Committee;
- Serving on the CBA/DBA Joint Management Committee;
- Serving as a representative of the DBA on the Board of Governors of the Colorado Bar Association (CBA) for a term of two years (one year as First Vice President, and one year after the end of the First Vice President term); and
- Performing any special duties assigned by the President.

The term of DBA First Vice President is a one year commitment.

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Denver Bar Association – Second Vice President

The Second Vice President of the Denver Bar Association is elected by the DBA Nominating Committee. As Second Vice President of the Denver Bar Association, you will be responsible for:

- Performing any special duties assigned by the President;
- Serving as a representative of the DBA on the Board of Governors of the Colorado Bar Association (CBA) for a term of two years (one year as Second Vice President, and one year after the end of the Second Vice President term); and
- Performing committee liaison duties as *ex officio* members as requested by the President.

The term of DBA Second Vice President is one year. In an effort to open leadership positions to young lawyers, the position of Second Vice President is reserved for applicants under the age of thirty seven (37).

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DBA Board of Trustees

Members of the Board of Trustees of the Denver Bar Association are elected by the DBA Nominating Committee. As a member of the Board of Trustees of the Denver Bar Association, you will be responsible for:

- Attending Board of Trustees meetings. The Board of Trustees manages the affairs of the DBA, supervising the work of all committees, generally supervising the property (including leasehold obligations) held by the organization, keeping a record of proceedings relative to the finances and property of the organization, and reporting to the members any business which, in the judgment of the Board, requires action by the association.
- The board meets monthly each month except August.
- Board of Trustees members are expected to attend 11 meetings per year.

The term of DBA Board of Trustees Member is three years.

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or by clicking [here](#).

DBA Representative to CBA Board of Governors

Various Denver Bar Association representatives to the CBA Board of Governors are elected by the DBA Nominating Committee. As a DBA Representative to the CBA Board of Governors, you will be responsible for:

- Serving as an ambassador to the Colorado Bar Association from the Denver Bar Association.
- Preparing for, attending, and actively participating in all Board of Governors meetings (held twice each year);
- Accepting committee or project assignments as appropriate; and,
- Maintaining open lines of communication with Vice President and Executive Council liaisons, regularly interacting with members and constituents about the Colorado Bar Association and the Board of Governors.

The term of Representative to the Board of Governors is two years.

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Denver Bar Association – Treasurer

The DBA Treasurer is appointed by the DBA President. As Treasurer, you will be responsible for:

- Chairing the Budget Committee;
- Keeping an accurate roll of DBA members;
- Supervising DBA's accounts, including supervision of the collection and disbursement of all DBA funds;
- Supervising collection and disbursement of all funds and accounts of the Waterman Fund under directors of the administrators of the Waterman Fund;
- Serving as a representative of the DBA on the Board of Governors of the Colorado Bar Association (CBA) for a term of two years; and

- Reporting to the board on the financial condition of the association whenever directed.

The term of Treasurer is one year.

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DBA Budget Committee

The DBA Budget Committee Member is appointed by the DBA President. As a member of the Budget Committee of the Denver Bar Association, you will be responsible for:

- Studying the DBA's financial condition and submitting to the Executive Council a proposed budget for each fiscal year; and
- Preparing for, attending and actively participating in committee meetings, approximately three to four times each fiscal year.

You must be a DBA member to be selected for this position. The term of Budget Committee Member is two years.

Interested parties are encouraged to apply by submitting a current resume or Curriculum Vitae and a cover letter, with the required position application, found at <https://denbar.org/PORTALS/DBA/repository/DBA%20Leadership/DBA%20Application%20Form%2012112019.pdf?ver=2020-01-17-120949-620×tamp=1579288688242> or by clicking [here](#).

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Various Denver Bar Association representatives to the CBA Board of Governors are appointed by the DBA President. As a DBA Representative to the CBA Board of Governors, you will be responsible for:

- Serving as an ambassador to the Colorado Bar Association from the Denver Bar Association.
- Preparing for, attending, and actively participating in all Board of Governors meetings (held twice each year);
- Accepting committee or project assignments as appropriate; and,

- Maintaining open lines of communication with Vice President and Executive Council liaisons, regularly interacting with members and constituents about the Colorado Bar Association and the Board of Governors.

The term of Representative to the Board of Governors is two years.

Interested parties are encouraged to apply by submitting a current resume or Curriculum Vitae and a cover letter, with the required position application, found at <https://denbar.org/PORTALS/DBA/repository/DBA%20Leadership/DBA%20Application%20Form%2012112019.pdf?ver=2020-01-17-120949-620×tamp=1579288688242> or by clicking [here](#).

Denver Bar Association – Joint Management Committee Member

The DBA Joint Management Committee Representative is appointed by the DBA President.

The Joint Management Committee studies and makes recommendations on all issues relating to joint operation of the Colorado and Denver Bar Associations including staff salaries, fringe benefits, division of costs, office policies and procedures, and all related matters as well as any special issues referred by the President, governing board, or executive counsel or executive committee of either the CBA or DBA.

As a member of the Joint Management Committee of the Colorado and Denver Bar Associations, you will be responsible for:

- Attend Joint Management Committee meetings, approximately three to four times per year, to conduct reviews and make recommendations as noted above. Outside activities may be necessary or assigned.

You must be a DBA member to be selected for this position, and CBA experience is helpful but not required. The term of Joint Management Committee Member is one year.

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DBA Nominating Committee

The Nominating Committee members are appointed by the DBA President. As a member of the Nominating Commission of the Denver Bar Association, you will be responsible for:

- Attending Nominating Committee meetings, approximately two to three times per year to review applications and select the DBA President

Elect, First Vice President, Second Vice President, replacement members of the Board of Trustees, and DBA representatives to the CBA Board of governors.

You must be a DBA member to be selected for this position. The term of Nominating Committee Member is one year.

Interested parties are encouraged to apply by submitting a current resume or Curriculum Vitae and a cover letter, with the required position application, found at <https://denbar.org/PORTALS/DBA/repository/DBA%20Leadership/DBA%20Application%20Form%2012112019.pdf?ver=2020-01-17-120949-620×tamp=1579288688242> or by clicking [here](#).

Waterman Fund Administrator

Administrators of the Waterman Fund are appointed by the DBA President. The Waterman Fund is a charitable trust that provides financial assistance to Colorado lawyers. Financial awards from the Fund are made "...for the sole and only purpose of relieving the financial necessities, assuaging the hardships and lightening the financial burdens of aged, infirm or otherwise incapacitated members of the Colorado bar, in good repute and standing, and who shall have practiced law in Colorado for a period of at least 10 years...."

As an administrator of the Waterman Fund, you will be responsible for:

- Administering the Waterman Fund, including fund management, investment, and disbursement; and
- Meeting monthly to determine the recipients of the Waterman Fund.

You must be a DBA member to be selected for this position. The term of Waterman Fund Administrators is five years.

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DBA Committee Chairs

DBA Committee Chairs are appointed by the DBA President. The Denver Bar Association maintains several standing committees which serve the needs of the DBA members and are managed by the DBA Board of Trustees. DBA Standing Committees can be found here: <https://www.denbar.org/Members/Committees>.

Committee chairs are responsible for general management of their respective committees, including attending all committee meetings, setting committee goals and

objectives for the year, and engaging committee members in relevant committee projects and governance.

You must be a DBA member to be selected for this position. The term of Committee Chairs shall not exceed two years.

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ABA House of Delegates

The ABA House of Delegates Member is appointed by the DBA President. With more than 400,000 members, the ABA is the largest voluntary professional association in the world. The control and administration of the ABA is vested in the House of Delegates, the policy-making body of the association.

As a Delegate, you will be responsible for:

- Preparing for, attending and actively participating in each House meeting (twice per year) and its proceedings;
- Discharging the House's responsibilities as defined by the ABA House of Delegates;
- Informing the DBA of House actions and matters pending before the House;
- Serving as a CBA Board of Governor; and
- Preparing for, attending and actively participating in each CBA Board of Governor meeting (twice per year).

You must be a DBA and ABA member to be selected for this position. The term as an ABA Delegate is two years.

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