



## **MEMBER OF THE BOARD OF DIRECTORS, CORPORATE LEGAL OPERATIONS CONSORTIUM (CLOC)**

### **CLOC's Vision and Mission**

CLOC is a global community focused on redefining and enhancing the business and practice of law. We are a member-based organization of legal operations professionals and stakeholders throughout the legal ecosystem dedicated to improving the delivery of legal services. Through information sharing, collaboration, and innovation, we seek to make the legal value chain more inclusive, transparent, and responsive.

As the highest leadership body of the organization and to satisfy its fiduciary duties, members of the Board of Directors are responsible for, but not limited to, the following:

- Determining the mission, vision, core values, and purposes of the Organization
- Selecting and/or evaluating the performance of the chief executive
- Strategic planning
- Ensuring the financial health of the organization by approving and monitoring the annual budget
- Monitoring industry and professional trends
- Making decisions according to changing environmental conditions to ensure that CLOC is a vibrant, sustainable organization.
- Monitoring CLOC's programs and services
- Enhancing CLOC's public image
- Assessing its own performance as the governing body of CLOC
- Knowing the organization's mission, policies, programs, and needs
- Serving as active advocates and ambassadors for the organization and fully engaging in helping CLOC to advance its mission
- Leveraging networks and resources to develop collective action to fully achieve CLOC's mission
- Preparing for, attending, and conscientiously participating in board meetings
- Participating fully in one or more committees (Audit, Compensation, Governance, etc.) or take on special assignments (Act as Regional Group Liaison, Membership Oversight Lead, etc.)

**Estimated Time Commitment / Attendance Expectations:**

- Four Board meetings per year (once a quarter and roughly 3 hours per session)
- Annual strategic success planning in-person meeting
- Special meetings that may be called by the President or required number of Board members prescribed in the CLOC Bylaws
- Meetings and participation related to councils/committees (as needed)
- Attendance and active participation in CLOC's Global Institute (CGI) as well as virtual or regional Institutes as requested

**Board Members are also expected to:**

- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of CLOC

**Other Notes:**

- Board term is three years