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The Conference operates through a network of committees created to address and advise on a wide variety of subjects such as information technology, personnel, probation and pretrial services, space and facilities, security, judicial salaries and benefits, budget, defender services, court administration, and rules of practice and procedure. The Chief Justice has sole authority to make committee appointments. The Executive Committee of the Judicial Conference serves as the senior executive arm of the Conference, acting on its behalf between sessions on matters requiring emergency action as authorized by the Chief Justice; the Executive Committee is not otherwise a policy-making committee of the Judicial Conference. Among its responsibilities, the Executive Committee reviews the jurisdiction of Conference committees, prepares proposed consent and discussion calendars for meetings of the Conference, and establishes and publishes procedures for assembling agendas and schedules of events in preparation for Conference sessions.

The Director of the Administrative Office of the United States Courts serves as Secretary to the Judicial Conference and also is an ex-officio member of the Executive Committee, coordinates administrative support to the Conference itself and its Executive Committee, and also coordinates the activities of senior Administrative Office professional staff who dedicate all or a substantial portion of their time to the work of the Judicial Conference and its committees.



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