

Agenda

Section Chairs and Treasurers Orientation

July 23, 2018 ~ Room 101-First Floor, Texas Law Center

For materials, visit:

<http://sbotsections.com/new-chairs-orientation/>

10:30	Introductions, Roll Call and Pledge of Allegiance	Tina Green, Chair Council of Chairs Committee
10:35	Welcome and Opening Remarks	Trey Apffel, Executive Director State Bar of Texas
10:40	President's Update	Joe K. Longley, President State Bar of Texas
10:50	A Year in the Life of a Section Chair	Tina Green, Chair Council of Chairs Committee
11:10	State Bar Annual Meeting	Caryn Truitt, Meeting Planner Marketing and Outreach Department
11:20	Section Finances and Treasurer's Duties	Rhonda Bridges, Sections Accountant State Bar of Texas
11:45	State Bar Legal Counsel: Bylaws, Board Policy Manual Contracts, Open Meetings, Open Records & Section Membership Lists	Don Jones, Attorney Office of Legal Counsel, State Bar of Texas
12:15	Break – Lunch Provided	
12:30	Section Records Retention 101	Caitlin Bumford, Director Archives, State Bar of Texas
12:45	Break	
1:00	Legislative and Other Section Positions	KaLyn Laney, Asst. Deputy Director State Bar of Texas
1:10	Parliamentary Procedure and How to Run a Meeting	Audrey Moorehead, Section Rep., Section Representatives to the Board of Directors Committee
1:30	Meeting Planning: CLEs, Retreats, Council Meetings	Lyndsay Smith, Meeting & Event Planner Sections Department, State Bar of Texas
1:45	Access to Justice Update and Pro Bono Opportunities for Sections	Hannah Allison, Administrator Pro Bono Programs Legal Access Division, State Bar of Texas
2:00	Hit the Ground Running: Working With the Sections Department	Tracy Nuckols, Director Sections Department, State Bar of Texas
2:30	Adjourn	