



STATE BAR *of* TEXAS

SECTIONS DEPARTMENT:

WHAT WE DO FOR SECTIONS

Liaison to other State Bar Departments, Divisions & Committees

- TexasBarCLE
- Texas Young Lawyers Association
- "Texas Bar Journal"
- Local Bar Services
- Texas Lawyers Cares
- Access to Justice Commission and Foundation
- Texas Bar Books and Systems
- Public Information
- TexasBar.com
- Law Practice Management
- Minority Affairs
- Legal Counsel
- Board of Directors
- State Bar Executive Department
- Member Benefits Program

Accounting Services

- Monthly detailed financial reports to the Section Treasurer
- Monthly cash and investment account reconciliation
- Dues checks deposited immediately to the Section's account
- Other deposits made to Section bank account(s)
- Bills paid, including reimbursements and State Bar billings
- Immediate bill payment with State Bar funds
- Monthly invoices for bills paid with State Bar funds
- Reimburse Section and Council members
- Liaison with JPMorgan Chase Bank
- Review sales and other tax issues
- Pay sales tax quarterly
- **We do not expend any money without advance written approval**
- **We do not tell you how to spend your money!**

Meeting Support for Councils, Committees & Membership

- Arrange meeting facilities
- Bid facility contracts and make recommendations
- Order meals and arrange audio-visual support
- Arrange tax-exempt status with vendors
- Send meeting notices
- Attend Council and Section meetings, when invited

Administrative Support

- Provide telephone and email support to section members
- Coordinate correspondence

Membership Support

- Maintain membership lists and collect dues for Sections
- Coordinate e-blasts and mailings
- Conduct membership drives
- Administrative support to Councils and Sections

Technology Support

- Build websites
- Support websites; interface with webmasters
- E-blasts
- Interface with section website committee
- Consult regarding Social Media
- Interactive, electronic newsletters

Graphics (\$45 per hour)

- Letterhead
- Brochures
- Website, newsletter & other graphics

Printing

- Competitive government bids
- Review for nonprofit mailing compliance
- Brochures
- News Journals and newsletters

Section Bylaws

- Coordinate bylaw amendments with Legal Counsel and Board
- Make recommendations regarding improvements

Section Reports

- Membership rosters
- New members
- Members who did not rejoin
- Demographic reports

CLE Support

- Negotiate and book facilities for Section CLE courses
- Arrange hotel room blocks
- Review facility contracts for State Bar compliance
- Review and request MCLE accreditation
- Review and/or recommend topics, ethics, and speakers
- Create or review food and beverage orders
- Coordinate registration and online registration
- Staff events
- Coordinate materials

Section Initiatives & Programs

- Coordinate Section Grants, Scholarships, Internships and Awards

STATE BAR *of* TEXAS

SECTIONS DEPARTMENT WEBSITE SUPPORT

A website is a work in progress — it is NEVER done!

The Sections Department will:

- Support existing websites (if possible)
- Build websites, including password-protected areas
- Make recommendations regarding complex websites and support
- Coordinate with outside developers to build and maintain your website

Things to remember

Websites don't "appear" — they are built.

We can help you design ... but need your input!

You are responsible for content.

It is important to keep content current.

In-person meetings are helpful.

Sections should appoint website committees devoted to website content and development to coordinate with State Bar staff.

Frequently Used Links

- Home
- Announcements
 - Events
 - Calendar
 - CLE
- About Us
 - Bylaws
 - Nominating Committee Reports
 - Mission Statement
 - Member Benefits Description
 - Officers contact information
 - Committee Work and Projects
- Contact Us
- How to Join
 - MyBarPage
 - Membership Applications
- Newsletter or Journal and Archives
- Resources/Helpful Links
- Pro Bono, Grants, Internships
- Law School Outreach
- Awards
- Privacy Policy

Other Frequently Used Functions

- Special Projects
- Article Library (or other Publications)
- Membership Directory
- Password-Protected Areas
- Blog (or List-Serve Information)
- Legislative Reports
- Link to State Bar Website
- Links to other Bars or Organizations
- Videos or Sound Files

We Can Help With

- Shopping Cart: CLE or Merchandise
- Online Registration
- Article Libraries
- Contracting with Vendors for Online CLE

What to Avoid

- Expired URLs
- Expired Links
- Old Information
- Incomplete Information

STATE BAR *of* TEXAS SECTIONS STAFF

Tracy Nuckols, Manager - 512.427.1710 - tnuckols@texasbar.com

Lyndsay Smith, Meeting Planner - 512.427.1419 - lsmith@texasbar.com

Adam Burton, Technology & Websites - 512-427-1423 - aburton@texasbar.com

Matt Anderson, Program Coordinator - 512-427-1425 -

manderson@texasbar.com