

# A Year in the Life of a Section Chair



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Chair, Council of Chairs

Past Chair, Real Estate Probate and Trust Law Section

Past Chair, Tax Section

Past Section Representative to the Board of Directors

**General Bar Junkie!**

# It's Hard to be Chair.....



# State Bar Support for Sections

- Board Advisors (And Alternates)
- Section Representatives to the Board
- Sections Department
- The Resources of the Bar
- State Bar President



# State Bar Support for Sections

## Board (and Alternate Advisors)

- Elected Board members
- Invite both to your meetings
- They will decide who can attend
- State Bar reimburses them

# State Bar Support for Sections

## Section Representatives to the Board

- 6 - Elected by you
- Usually experienced past chairs
- First level of governance
- Liaison to the Board of Directors
- They are always available to help

# State Bar Support for Sections

## Section Representatives to the Board

- Emily Miller – Large Section (GPSolo)
- Deborah L. Cordova – Medium (Women in the Law)
- Kathryn J. Murphy – Large Section (Family)
- Elizabeth Copeland – Large Section (Tax)
- Shelby Jean – Medium Section (Poverty)
- Matt Kolodoski – Small Section (Civil Liberties Civil Rights)

# State Bar Support for Sections

## Section Representatives to the Board



"WE LIKE TO PROVIDE EMOTIONAL, AS WELL AS TECHNICAL SUPPORT."

# State Bar Support for Sections

## Sections Department

- Guidance and advice
- Help you complete & distribute your work
- Liaison to the resources of the Big Bar!
- Be nice! (And do no harm!)
- Tracy is probably right



# State Bar Support for Sections



- You are the worker-bees
- Section Department *facilitates*
- 4 staff for 48 Sections

**Do the math!**

# Helpful Hints

**Get your house in order – NOW!**



# Helpful Hints



## Hold an Executive Committee Meeting

- Discuss what worked
- What didn't work
- New Initiatives
- Tie initiatives to your budget

# Helpful Hints

## Book meetings for the entire year NOW

- CLE
- Council Meetings
- Retreats
- Annual Meeting

# Helpful Hints

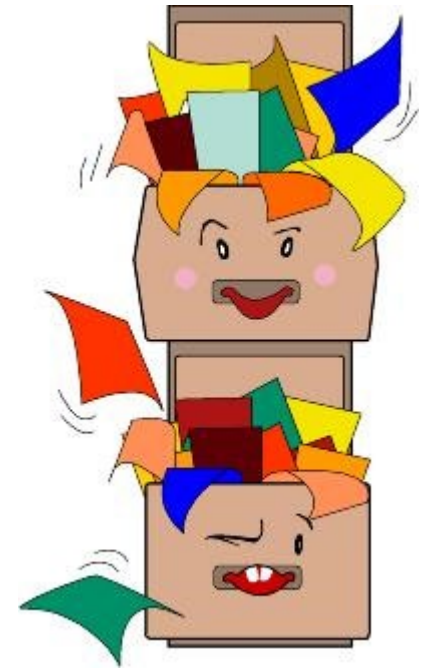
- Appoint your committees NOW!
- Let them know their budget
- Let the committee chair know what you expect
- Check in on committee chairs regularly – make them report at meetings



# Helpful Hints

## Create a Website 'Council Only Area'

- Council Notebook
- Master Calendar
- Current Meetings
- Archive Past Meetings
- Reimbursement Policy



**By the way – create a reimbursement policy!!**

# Helpful Hints

## Create a master calendar for the year

- Budget Due
- Council Meetings
- CLE
- Committee Deadlines
- Eblast Schedule
  - Reminder to drop-offs
  - Membership Drive
  - AM Notice
  - Newsletters
- Newsletter Deadlines
- AM Deadlines
- Solicit Awards
- Order Awards
- Nominations
- Events
- Annual Meeting Announced
- TBJ Section Report



# Helpful Hints

## Council Notebook

- Roster
- Reimbursement policy
- Bylaws
- Committee Descriptions
- Master Calendar





# Weird Stuff

- Press calls
- Legal Advice
- Take a Position?
- Can we eblast your section?
- Do you sell advertising space?



# Words of Caution

*I BELIEVE IN.....*

■ Food



■ Refreshments



■ Retreats & Long-Range Planning



# Words of Caution

Have a good time!

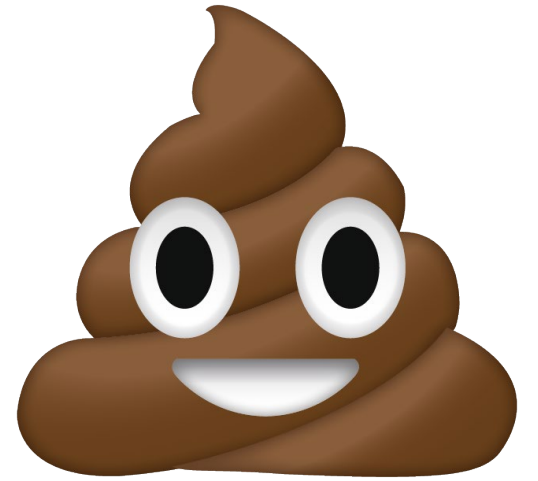


But not **too good** a time!





## Words of Caution



- Make sure it passes the 'smell' test
- If not - don't do it!
- Don't ask staff to do it either!

# Some Final Thoughts....



- Don't be afraid to change things up
- Be creative
- Don't do this alone
- Sometimes you have to steer the ship!

# Most Importantly.....

work hard.

↳ have fun.

↓  
make a difference.