



## AGENDA

### Section New Chairs, Treasurers (and Other Officers) Orientation

Monday, August 10, 2020

Via Zoom 10:30 am - 2:30 pm (Lunch on your Own - Approximately 12:15pm)



REGISTER: [New Officers Orientation via Zoom](#)

DOWNLOAD MATERIALS: <http://TexasBarSections.com/Orientation2020>

TECH HELP: [WKorn@TexasBar.com](mailto:WKorn@TexasBar.com)

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10:30	Welcoming Remarks	Tina Green, Chair Council of Chairs Committee
10:35	State Bar and Executive Director Update	Trey Apffel, Executive Director State Bar of Texas
10:45	Legislative Session, Keller and Sections Taking Positions	KaLyn Laney, Deputy Executive Director State Bar of Texas
10:50	State Bar Legal Counsel: Bylaws, Board Policy Manual, Contracts, Open Meetings, Open Records, Section Membership Lists	Don Jones, Office of Legal Counsel State Bar of Texas
11:00	New State Bar Board Policy Manual for Sections	Kathryn Murphy, Member Section Reps to the Board Committee
11:30	A Year in the Life of a Section Chair	Tina Green, Chair Council of Chairs Committee
11:45	Hit the Ground Running: Working With the Sections Department	Tracy Nuckols, Director Sections Department, State Bar of Texas
12:15	Break for Lunch – On Your Own	
12:45	Section Finances and Treasurer Duties	Sandra Carlson, Controller Accounting Dept. State Bar of Texas
1:00	Section Financial Policies and Procedures	Tracy Jarratt, Chief Financial Officer State Bar of Texas
1:15	Marketing Tips for Success: E-blasts and Newsletters	Natalie Myhra, Meeting & Program Planner Sections Department, State Bar of Texas  Will Korn, Tech Specialist & Program Planner Sections Department, State Bar of Texas
1:45	Section Records Retention 101	Caitlin Bumford, Director Archives, State Bar of Texas Meeting
2:00	Event Planning in a Pandemic: Council Meetings, CLEs, & Webinars	Lyndsay Smith, Meeting & Program Planner Sections Department, State Bar of Texas
2:15	Wrap-Up and Q&A	Panelists
2:30	Adjourn	
BONUS MATERIALS:	Parliamentary Procedures and Tips for Running A Meeting	Hon. Audrey Moorehead, Former Chair Council of Chairs