

**State Bar of
Texas
SECTIONS
DEPARTMENT**

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Hit the Ground Running



Who Are You?

- You ARE the State Bar.
 - You are a government agency created by the Legislature, under the Supreme Court
 - You are NOT a charitable organization
 - You are one of the State Bar's greatest resources and responsible for a great deal of the Bar's work product
 - You are one of the best and most cost-effective opportunities for education and networking.
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State Bar Support for Sections

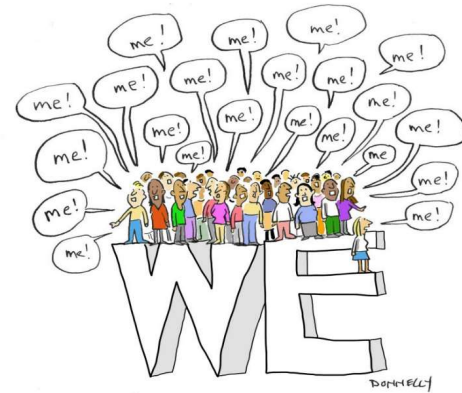
State Bar President

Board Advisors (And Alternates)

Section Reps to the Board

The Resources of the Bar

Sections Department



Section Reps to the Board

Kathryn Murphy
Deborah Cordova
Sonya Hoskins
Bob Goss
Michael Smith
Carlos Cardenas

Council of Chairs

Tina Green, Chair
Emily Miller, Vice Chair

New Board Policy Manual for Sections

- Sections Reps are elected by YOU
- New Board Policy for Sections (June 2019)
- Minimum Standards are Minimum
- Goal is to Help and/or Rehabilitate
- Section Reps can help!

Our Goals

Help you with initiatives & projects

Provide advice

Improve communications

Help you have a successful year!



What Does the Sections Department Do?



Sections Department Team

- Tracy Nuckols – Director
- Lyndsay Smith – Meetings & CLE
- Natalie Myhra, Meetings & CLE
- Will Korn – Eblasts, NL, Rosters, Awards

We help you complete and distribute YOUR WORK



We are liaison to.....

- Texas Bar Journal
- TexasBar.com
- IT Department
- Texas Access to Justice
- Texas Lawyers Care
- Printing/Graphics
- Archives
- TexasBarCLE
- Membership
- Accounting
- Legal Counsel
- MCLE
- TYLA
- Law Student Division

The resources of the State Bar!



Specifically.....


- Legal signs contracts
- Graphics \$45 per hour
- Arrange for Print jobs
- Texas Bar Journal Free Ad
- MCLE Credit (or how to!)
- NOT Accounting

A Year in the Life of a Section Chair



What do I do now?

Your Membership

- Develop communications plan
 - Best asset! Don't distribute list!
 - Dues cycle May 1 – Aug 31
 - 90% of dues collected
 - 30% turnover
 - Send a non-renewal email now
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Create a Master Calendar

Save these dates:

Council of Chairs

November 7, 2021 LIVE - ???

February 25, 2021 – State Bar, Austin

State Bar Annual Meeting

June 9-10, 2022

Marriott Marquis, Houston



Update Your Website

Websites are like the laundry.....

- ✓ We can update
 - Council information
 - What we send out
- ✓ Get a website chair
- ✓ Your section supervises content updates



Set Goals and Appoint Committees

- Goal: Improve ONE Thing!
- Hold an Executive Committee Meeting
- Don't do this by yourself!
- Appoint Committee Chairs
 - ✓ Populate Committees
 - ✓ Ask For Interests
 - ✓ Discuss Expectations

Schedule Your Meetings and Events for the Entire Year

- Get Back to Normal?
- The Fall is Full!
- Retreats – 6 Months in Advance
- Large(er) CLEs 6-9 Months in Advance
- Use Your Event Calculator
- Don't Operate in Crisis Mode
- Zoom Is Still an Option

Retreats: What is reasonable?


- Bid Your Hotels
- \$200 (or less) room rate
- \$100 Dinner (Casual dinners are good too!)
- Avoid car rentals
- Adult Beverages (But no premium liquors.)
- Just the Council (& maybe Committee Chairs)
- Out of state? Justify it!

ZOOM!



- Facilitate meetings – if needed
- Zoom CLE Webinars
 - Monday – Thursday only
 - Requires a rehearsal
 - One per month, per section (for now)
 - One hour – 2 months notice
 - 1.5+ hours – 3-4 months notice and partially contracted

ZOOM

- Do Your Own?
 - \$1400 per year meetings & webinars
 - We can show you how
 - Don't get zoom-bombed
 - Don't send 'naked' links
 - Security Settings are a must
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Don't Operate in Crisis Mode!



What you should already have done!

- 1) Held an election (or coming soon!)
- 2) Sent us a council roster (Aug 15)
- 3) Notified us of any bylaws/dues changes
- 4) Turned in your budget (July 15)
- 5) Assigned committee chairs
- 6) Booked your meetings for the year

What you should do NOW!

- 1) Create Master Calendar
- 2) Assign Committees
- 3) Update your Website
- 4) Send Non-Renewal Eblasts
- 5) Send Something Out!

Table of contents to materials.....

- State Bar Stats
- Section Staff Assignment
- Board Advisors/Contact
- Sample Eblasts and NL
- MCLE Standards & Credit
- *A Year in the Life of a Chair*
- *New Board Policy for Sections (June 2019)*
- Governing Docs
- Financial P&P
- Sample Reimbursement
- Sample Calendars
- Roberts Rules Guide
- PowerPoints
- *Records Retention 101*

***HAVE A GREAT
YEAR!***