

COUNCIL OF CHAIRS

HAVING A
SUCCESSFUL
MEETING / RETREAT

SECTIONS DEPARTMENT GUIDE

Components of a Successful Meeting



AGENDA

Without an agenda, a meeting can rapidly become chaotic and important business may not be completed.



STRUCTURE

Pace, procedure and review.



PARTICIPATION

Require that every committee member reports or otherwise contributes at the meeting.

Agenda



Reduces Wasted Time and Resources



Allows Committee Chairs and Other members to prepare



Encourages Participation



Keeps you on Track



Ensures Important Topics are Covered

Suggested Agenda Items

APPROVAL OF MINUTES

Minutes from the previous meeting should be circulated before the meeting. This allows for council members to review before the meeting and edits before motion to approve during the meeting.

TREASURER REPORT

If you need to get your financials from the State Bar accounting department you need to give them 5-7 business days to get those updated reports to you.

MEMBERSHIP REPORT

Your sections department liaison can pull membership numbers before each meeting. Do you have any membership initiatives?

COMMITTEE REPORTS

These reports should include any initiatives they have planned for the year and /or updates on initiatives discussed at the previous meeting.

CLE

CLE planning sessions for the year. As in person events are starting to pick back up discussion on in-person CLEs vs. Webinars and what the plan for your year is.

LIAISON REPORTS

State Bar Advisors, Section's Department, TYLA, Legislative and any other liaisons you may have on your committees.



Structure

Pace

Maintain a comfortable pace to be respectful of everyone's time, and keep the meeting productive.

Procedure

Keep the meeting organized and productive using parliamentary procedures.

Review

Take time to review the section's goals and initiatives set forth in the agenda. Discuss progress towards those goals.



Forward Thinking

Once you have reviewed the decisions made in the meeting, you need to take time to plan next steps. Set committee meetings, deadlines, and follow-ups before the meeting is adjourned.

Participation

HYBRID

Offering zoom options removes barriers for anyone who's uncomfortable meeting in person or simply can't make the in-person meeting due to scheduling conflicts.

ATTENDANCE

Currently we are expecting about 60-70% of typical in-person attendance at meetings.

COVID PROTOCOLS

Things to consider:

- require masks in meeting room
- request negative COVID test before attending
- social distancing where possible
- plan open air or outside dining options