

A Year in the Life of a Section Chair



Emily Miller, Attorney & Mediator

Chair, Council of Chairs

Past Section Rep to the Board

Member, Numerous Sections & Councils

And 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 which can attend
- State Bar reimburses them

State Bar Support for Sections

Section Representatives to the Board

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

State Bar Support for Sections

Section Representatives to the Board

- Michael Smith, Chair – (Computer & Technology)
- Carlos Cardenas – (Women and the Law)
- Bob Goss – (Military)
- Sonya Hoskins – (GPSolo)
- Kenda Culpepper– (Criminal Justice)
- Jerry Bullard – (Legislative & Campaign)

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

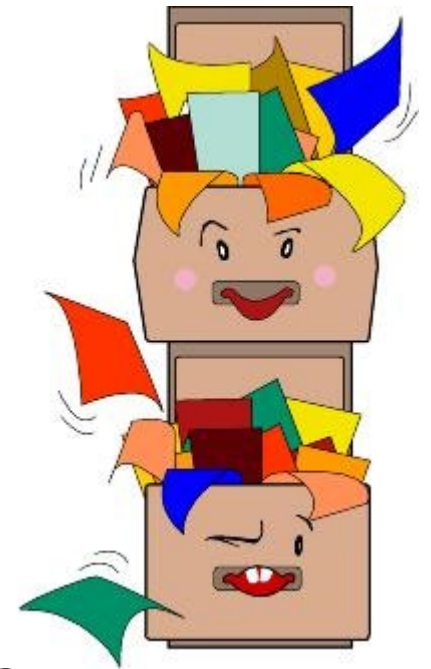
- Appoint your committees NOW!
- Let them know their budget
- Let the committee chair know what you expect
- Check in on committee chairs regularly – make them report at meetings



Helpful Hints

Create a Website 'Council Only Area'

- Council Notebook
- Master Calendar
- Current Meetings
- Archive Past Meetings
- Reimbursement Policy & Finance Policy
- Materials for each current meeting



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
- Finance 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.