

**STATE BAR** *of* **TEXAS**

Sections Department

**Have a Successful Year:**

*Hit the Ground Running*



**Lyndsay Jackson**  
Sections Department Director

[LJackson@TexasBar.com](mailto:LJackson@TexasBar.com)

(512) 905-3107

1414 Colorado Street  
Austin, TX 78710

# Today's Online Materials

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- SBOT Master Calendar
- Board Advisor Assignments
- Board & Section Reps Contact Info
- Governing Documents
- Treasurers Guide
- *TBJ* Advertising Info
- Event Planning Checklists
- SAMPLES
  - > Financial Policy
  - > Reimbursements Policy
  - > Section Calendars
  - > Newsletters
- Roberts Rules Guide
- MCLE Credit Standards
- SBOT Membership Stats
- AM Deadlines

Up all year at [TexasBarSections.com/Orientation2023](https://TexasBarSections.com/Orientation2023)

# Who are you?

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- 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 best and most cost-effective opportunities for education and networking.
- You are one of the State Bar's greatest resources and responsible for a great deal of the Bar's work product!

# Your Membership

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- Members are your most important asset.
- We can provide membership numbers monthly.
- Protect the confidential information.
- Don't distribute your member list.
- To understand your membership numbers, you need to understand the dues cycle!

# Dues Cycle

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***Bar Year is June 1 - May 31***

- **February-April:** Auto-collections come from big firms.
  - > This is about 40% accumulation.
- **May 1:** The dues statement goes out.
  - > Increases are approved at the January Board Meeting.
- **June 1:** Dues are officially late.
  - > Penalties are assessed on August 1.
- **August 31:** Members are suspended (or quickly pay!)
  - > Your membership starts to level out in September.

***If you join March 15-May 31 you're a member for the next year!***

# Who are we?

## **Lyndsay Jackson**

*Sections Department Director*

> Big projects, Advice

## **Jake Stoffle**

*Meeting & Program Planner*

> Staff point person, Events

## **Abbey Harrington**

*Communication & Program Coordinator*

> Eblasts, Newsletters

# What We Do

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*In honor of Tracy... her favorite clip!*

# Our Goal

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- Facilitate initiatives & projects
- Provide guidance, historical knowledge & advice
- Improve communications
- Help you have a successful year!



# We are your liaisons to...

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- Accounting
- Legal Counsel
- MCLE
- Texas Access to Justice
- Texas Lawyers' Assistance Program
- Archives
- TexasBar.com
- Membership
- Texas Young Lawyers Association
- Law Student Division
- *Texas Bar Journal*
- Printing/Graphics

...and ALL the resources of the State Bar!

# Graphics & Printing

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- Newsletters/Journals
- Logos and Website Banners
- Brochure/Course Materials
- *Texas Bar Journal* Ads
- Graphics Dept. charges \$45 per hour.
- We can provide a mailing list for printing.

***Sections get one free ¼ page ad per year!***

# Websites

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- Create a website committee or hire a webmaster!
- Sections Dept. updates your council & newsletters.
- Your section supervises all content updates.
- Keep it up to date and looking nice.
- Sections Dept. can house your domain and hosting on a yearly auto-renew, but requires quick invoice approvals from you!
- Sections Dept. doesn't build or rebuild sites.
  - > Big sites ≈ \$25k; WP sites ≈ \$5k; Rebuilds ≈ \$10k

# Deadlines: The Rule of 3

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- 3 Months for *Texas Bar Journal*
- 3 Months for State Bar Meeting Rooms
- 3 Weeks for Graphics
- 3 Weeks for Bylaw Amendments
- 3 weeks for MCLE Credit
- 3 days for Eblasts

*Exception – 1 year for Retreats and CLEs!*

# **Event Planning 101: Don't operate in crisis mode!**

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# CLEs We Can Handle

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- Smaller CLEs: ½ Day to 1½ Day programs.
- Less than 200 registrants.
  - > Anything bigger needs to go to TexasBarCLE.
- Sections only get a single 1 hr webinar per month.
  - > Webinars require at least 3 weeks notice.
- We can help with advertising bigger events.
- We *try* to staff...

# Event Pricing Guide

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- \$230-250 hotel nights is still the sweet spot.
- \$150 per person dinner is the recommended max.
- Casual/fun/funky dinners are good too!
- Adult beverages are OK, but not top-shelf.
- Hybrid is EXPENSIVE, stick to one or the other.
- Avoid car rentals -- rideshare is your friend.
- Just the council (+ maybe committee chairs).
- 1 pricier trip, 1 cheaper trip, justify the expense!

# Beware. Be Aware!

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- SBOT signs all contracts!
  - > It usually takes 1-2 weeks
- Spring Retreats are EXPENSIVE!
  - > Switch it up -- at the start of your year, plan a Fall Retreat, spring could be your Council Meeting?
- Poll your council members before you have the Sections Dept. bid venues.
- The later you are in planning, the fewer will attend.
- We need prompt approval on all bills.





We Can  
Handle  
A Lot,  
But...

# What you should already have done...

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- Held an election (or have one coming soon).
- Sent us your full council roster.
- Notified us of any changes to your bylaws or dues.
- Turned in your budget.
- Assigned your committee chairs.
- Booked your meetings for the year.

# What you should DO NOW!

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- Send us this year's council <<< If you haven't
- Assign Committees <<< If you haven't
- Review today's online materials.
- Create a Master Calendar.
- Update your website.
- Send a "We miss you" eblast to your non-renewals.
- Send a Welcome/Message from the Chair Eblast.

# Save the Date

## **Fall Council of Chairs**

*Friday, October 27, 2023*

> Texas Law Center, Austin

## **Spring Council of Chairs**

*Friday, February 23, 2023*

> Texas Law Center, Austin

## **State Bar of Texas Annual Meeting**

*June 20-21, 2024*

> Hilton Anatole, Dallas



IT'S A GREAT YEAR  
TO HAVE A GREAT YEAR