



A Year in the Life of a Section Chair

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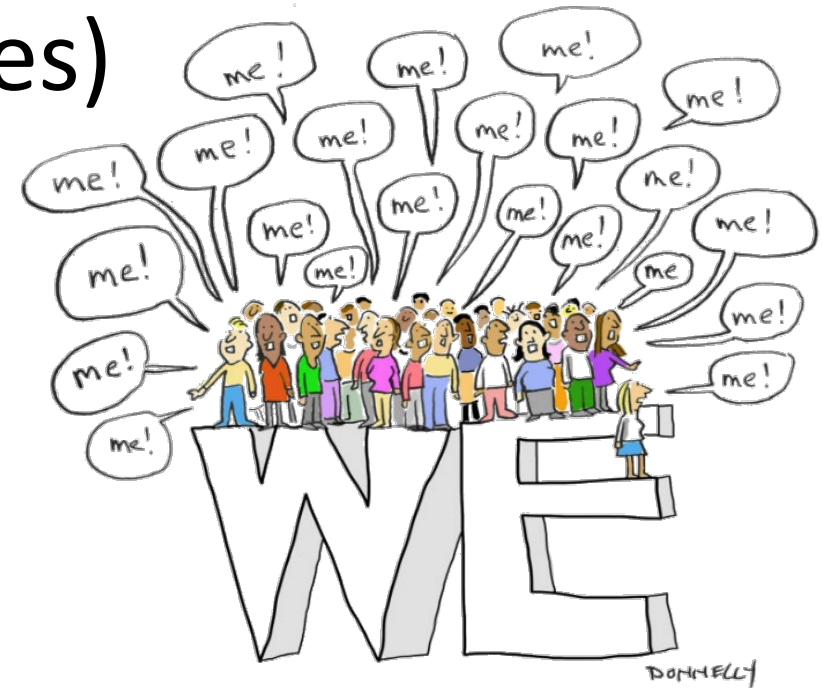
Section Representative to the Board
Past Chair, Corporate Counsel, APIS



**It is
HARD to
be Chair
but you
have
help!**

State Bar Support for Sections

- Sections Department
- Section Representatives to the Board
- Board Advisors (and Alternates)
- State Bar President
- ALL the Resources of the Bar



State Bar Support for Sections

SECTIONS DEPARTMENT

- Guidance and advice
- Your liaison to resources at the Bar
- They facilitate and distribute your work
- Be kind and do no harm!

State Bar Support for Sections

SECTION REPRESENTATIVES TO THE BOARD

- 6 Section Reps, elected by you
- Most are experienced Past Chairs
- Liaison to the Board of Directors
- Your first level of governance
- Section size doesn't matter, they are all available to help



"WE LIKE TO PROVIDE EMOTIONAL, AS WELL AS TECHNICAL SUPPORT."

State Bar Support for Sections

BOARD ADVISORS AND ALTERNATE ADVISORS

- Elected Board members
- Invite both to all of your meetings
- They are your communication link to the Board
- State Bar reimburses them

State Bar Support for Sections

STATE BAR RESOURCES

- Accounting Department
- Graphics Department
- Texas Lawyers' Assistance Program
- Marketing Department & *Texas Bar Journal*
- MCLE Department
- Statistics, Archives, & More!

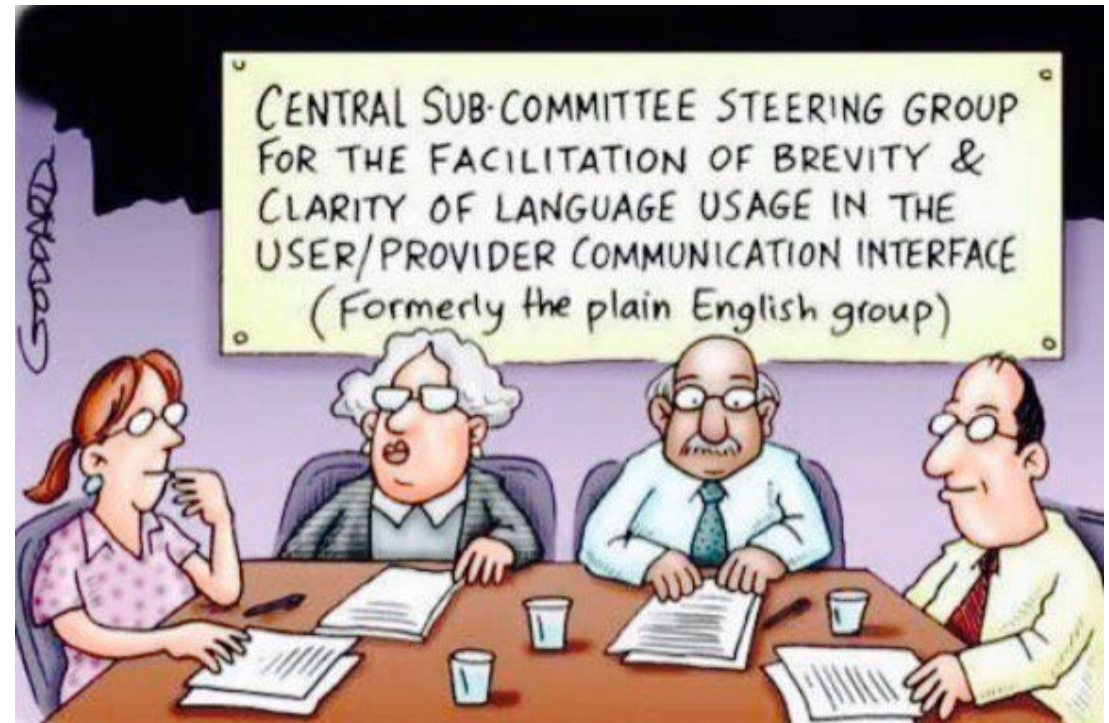


**NOW is
the time
to get
your
house in
order!**

Helpful Hints

HOLD AN EXECUTIVE COMMITTEE MEETING

- Be open to discussion, but have an agenda.
- What did and didn't work last year?
- Tie new initiatives to your budget.
- Plan out your year.



Helpful Hints

BOOK EVENTS FOR YOUR ENTIRE YEAR NOW!

- CLEs
- Council Meetings
- Retreats
- Annual Meeting

Helpful Hints

CREATE A MASTER CALENDAR FOR THE YEAR

- Budget Due
- Council Meetings
- CLEs
- Committee Deadlines
- Newsletter Deadlines
- AM/Election Deadlines
- Awards & Nominations
- TBJ Section Report
- Eblast Schedule
 - Message from the Chair
 - Non-Renewals Reminder
 - Membership Drive
 - Solicit Nominations
 - AM/Election Notice
 - Newsletters

Helpful Hints

CREATE COMMITTEES & APPOINT CHAIRS NOW

- Set a clear goal for each committee.
- Let your committee chair know their budget.
- Check in with your committee chairs regularly and have them report at council meetings.



Helpful Hints

CREATE A 'COUNCIL ONLY' PAGE OF YOUR WEBSITE

- Council Roster/Contact Sheet
- Section Master Calendar/Upcoming Events
- Current Meeting Documents
- Archive Past Meeting Documents/Minutes
- Reimbursement Policy, Finance Policy & Bylaws
- Committee Descriptions

Weird Stuff

- Press calls
- Legal advice
- Take a position
- Can we eblast your section?
- Do you sell advertising space?



Words of Caution

- Have a good time, but not TOO good a time!
- Be budget conscious, but not cheap.
- Make sure it passes the *sniff test*.



Final Thoughts

- Be creative.
- Don't be afraid to change things up.
- Don't do this alone.
- Sometimes YOU have to steer the ship!

