



***Your Guide to a Successful Year!***

**Lyndsay Jackson**  
**Sections Department Director**

# 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
- AM Deadlines
- SAMPLES
  - > Financial Policy
  - > Reimbursements Policy
  - > Section Calendars
  - > Newsletters
- Roberts Rules Guide
- MCLE Credit Standards
- SBOT Membership Stats
- Sections Dept. Staff Assignments & Contact Info

*All of this will be online all year long for you to go back to review!*

# 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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*Membership is a living breathing thing that is ever-changing!*

- Members are your most important asset.
- Protect the confidential information.
- Don't distribute your member list.
- We can provide membership numbers monthly.
- 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

- **June 1:** Dues are officially late.
  - > But penalties aren't assessed til August 1.
- **August 31:** Members are suspended (or quickly pay!)
  - > Your membership starts to level out in September.
- **February-April:** Auto-collections come from big firms.
  - > This is about 40% accumulation.
- **May 1:** The dues statement goes out.
  - > Increases should happen before January.

*Those who join in March-May are members for the next year too!*

# Who are we?

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**Lyndsay Jackson**

*Sections Department Director*

**Jake Stoffle**

*Meeting & Program Planner*

**Abigail Harrington**

*Meeting & Program Planner*

**Amy Torres**

*Meeting & Program Planner*

*Check your folder to see who your assigned point of contact is!*

# Our Goal

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- Improve communications.
- Plan and staff your events when asked.
- Facilitate your initiatives & projects.
- Provide guidance, historical knowledge & advice.
- 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, but we know a few folks that do.

# 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: 12-6 months for booking Retreats and CLEs!***

# Event Reminders

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- SBOT signs all contracts! (It usually takes 1-2 weeks)
- Casual/fun/funky dinners are great options.
- Alcohol at group dinners is OK.
- Avoid car rentals -- rideshare is your friend.
- Poll your council members before we bid venues.
- Hybrid is EXPENSIVE, stick to one or the other.
- 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.
- Turned in your budget.
- Assigned your committee chairs.
- Booked your meetings for the year.

# What you should DO NOW!

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- Book your Fall meeting <<< If you haven't!
- Review your Bylaws & Financial Policies.
- Review today's online materials and your stats.
- 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 4, 2024*

> via Zoom

## **Spring Council of Chairs**

*Friday, February 21, 2025*

> Texas Law Center, Austin

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

*Thursday-Friday, June 19-20, 2025*

> JW Marriott Hill Country, San Antonio



IT'S A GREAT YEAR  
TO HAVE A GREAT YEAR