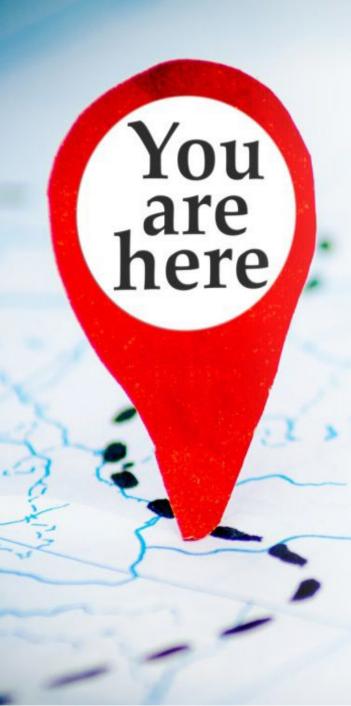
The Section Roadmap:

A Look at Where You Should Be ...and Where You Are Going.

Abigail Harrington Amy Torres

Sections Department Meeting & Program Planner



You should have already...

- □ Held your 2024-2025 Election and sent the Sections Dept. your full council roster.
 - Does your council roster match what your bylaws say... because it should!
 - Having trouble filling your council positions? It may be time to update your bylaws.
- ☐ Submitted your budget to Accounting (it was due in July).
 - > IF you have updated your Financial Policy & Procedures, you should've also submitted those with your budget.
- ☐ Had your fall council meeting and appointed your committees. ...OR if your meeting is coming up soon, be sure to do so!
 - Keep in touch with your committees; require committee chairs to give a report at council meetings.

You should have already...

- ☐ Sent out your "Message from the Chair" eblast.
 - This is not just a welcome to newcomers, it should also outline your vision for the year.
- Contacted your non-renewals by sending out your "We Miss You" eblast.
- ☐ Started to see your membership numbers leveling back out to your status quo.
 - Back in August, Accounting deposited your first dues check of the year (that was the BIG one)... you can expect your next one to be sent in November.



Where you are going now...

- SBOT Annual Meeting: We will send you an email next week so you can request your preferred day and times for all of your AM events. Please reply back before November 13.
 - Also start thinking about your speakers and dinners now!
- Plan your spring meetings NOW!
 - It isn't too early to think about <u>next year's</u> meetings either.
- If your section is hosting lunch and learn webinars, consider recording them to post on your website as a member benefit.
 - It is only a member benefit if it is behind a Members Only password protected page.
 - All recorded webinars that are posted for credit must also have a MCLE credit form posted.

Where you are going now...

- ☐ Keep up with communications, eblasts, and newsletters.
 - Board Policy requires at least 2 newsletters per year!
- \square Plan when to use your FREE $\frac{1}{4}$ page TBJ ad space!
- Keep your website up to date.
 - Pro tip: appoint a website committee!
- SAVE THE DATES:
 - Spring Council of Chairs, Friday, February 21, 2025 In-person only, Texas Law Center, Austin
 - State Bar of Texas Annual Meeting, June 19-20, 2025
 JW Marriott Hill Country Resort, San Antonio

