

A photograph of a winding asphalt road with yellow double lines, curving through a forest with trees in various shades of autumn (yellow, orange, red, green). The background is slightly blurred.

# *The Section Roadmap:*

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

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# *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 next year's 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!
- ❑ Plan when to use your FREE ¼ 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



*Questions?*

*Thank you!*