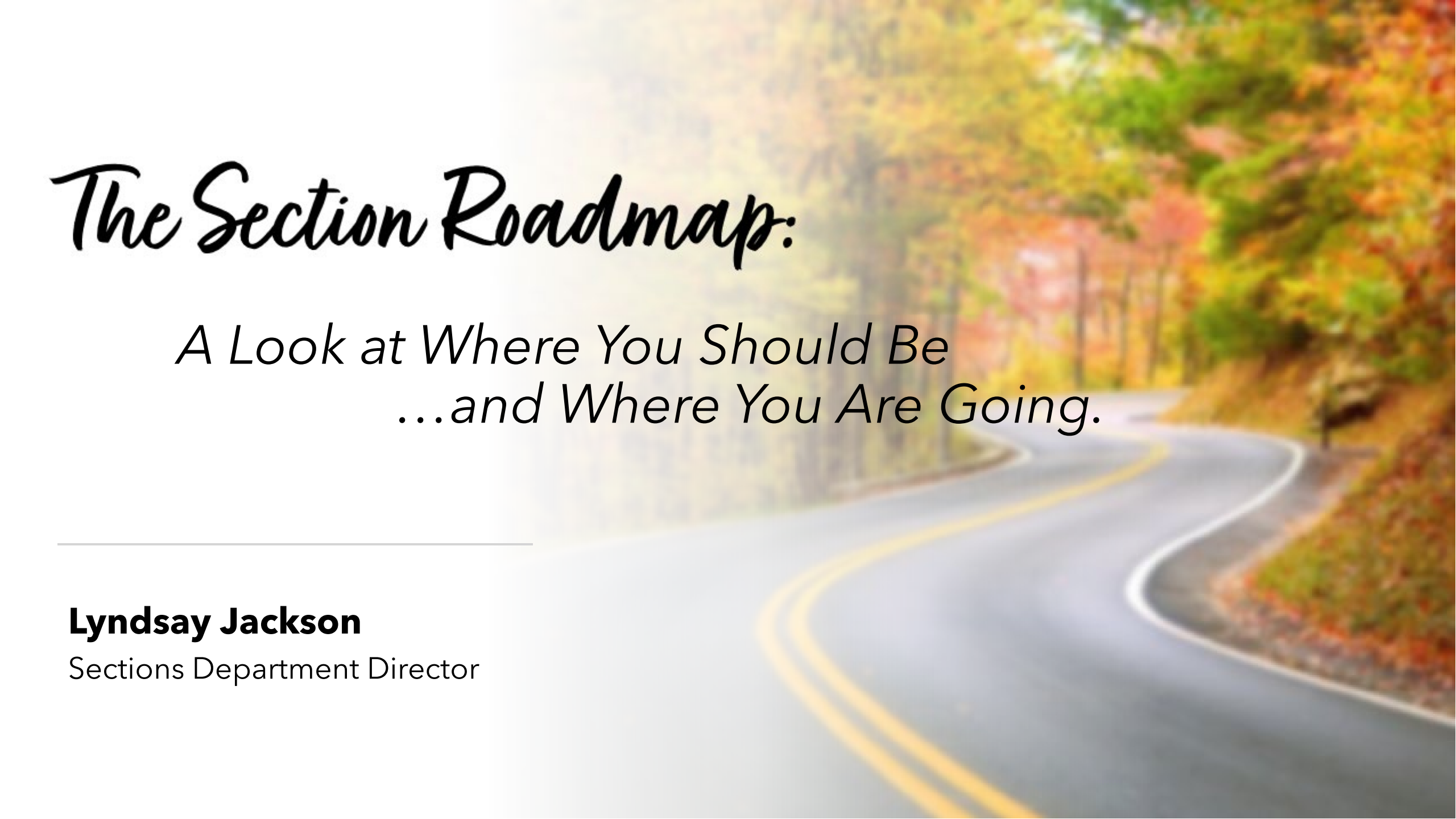


A photograph of a two-lane asphalt road that curves through a forest. The trees on both sides are in peak autumn foliage, with shades of yellow, orange, and red. The road has a double yellow line in the center and a white line on the right edge. The background is slightly hazy, suggesting a misty or overcast day.

The Section Roadmap:

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

Lyndsay Jackson

Sections Department Director



You should have already...

- ☐ Held your 2025-2026 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.
 - Throughout the year, if you have or fill any council vacancies, please let the Sections Dept. know.
- ☐ 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.
 - If you have a Members Only page, share that password in this message and throughout the year.
- ❑ Contacted your non-renewals via eblast.
 - When creating non-renewal eblasts, avoid “We Miss You” and try “Are You Still in [area of practice] Law” instead.
- ❑ Seen your membership numbers leveling back out to your status quo.
 - Accounting deposited your first dues check of the year in Aug. (that was the BIG one)... you can expect your next one in Dec.



Staying on course

- ❑ Send all contracts to the Sections Department for signature.
 - It typically takes 7-10 days to have a contract reviewed, signed, and sent back to you.
- ❑ You must have a signed contract BEFORE any payment is made.
 - If the Sections Dept is staffing your event, we will provide our department card for payment and/or as backup for the master account.
 - If the Sections Dept is NOT staffing your event, the chair (or another officer) will need to provide a personal card and seek reimbursement OR the Accounting Dept can provide their department card for vendors.
- ❑ You are not subject to open meetings, but you ARE subject to open records, so be aware of your automated settings...
 - Recording a Zoom meeting or letting AI transcribe a meeting creates a document subject to open records.



Staying on course

- ❑ If you need to update your bylaws, contact Lyndsay...
 - Your specific bylaws may differ, but in general, the council decides an update is needed, then you email me a redline copy for legal for review. When approved, you can give your members notice of the updates, and finally submit it to the State Bar Board of Directors for approval at one of their quarterly meetings.
- ❑ If you want to update your dues, contact Lyndsay...
 - If the amount is listed in your bylaws, you need to update those.
 - If not listed, the chair needs to send me a letter requesting the increase (I can provide a sample letter for reference).
 - Then I submit this signed letter to the State Bar Board of Directors for approval at one of their quarterly board meetings.
- ❑ Door prizes are allowed, *raffles* are not. Give Lyndsay a call for more details on your specific event.





Where you are going now...

- ❑ Keep up with communications, eblasts, and newsletters.
 - Board Policy requires at least 2 newsletters per year!
- ❑ Annual Meeting: If you're participating, we need to know the preferred day and times for all of your AM events.
 - 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. Have your chair-elect give us a call to discuss fall dates.
- ❑ If you aren't already, consider hosting or co-hosting a few free 1 hour - lunch and learn style webinars.
 - Record and post your webinars on a Members Only pw protected page of your site as a member benefit.
 - All CLEs posted for credit on your site must also have a MCLE credit form posted (we can provide that for you).

Where you are going now...

- ❑ Plan when to use your FREE ¼ page TBJ ad space!
 - Find the planned editorial content and ad copy deadlines in the latest TBJ Media Kit posted with your online materials. Then contact Lyndsay to reserve your desired space... Don't wait til May!
- ❑ Keep your website up to date.
 - Pro tip: appoint a website committee! Or contact Lyndsay for a list of recommended website content managers.
- ❑ SAVE THE DATES:
 - **Lyndsay's Maternity Leave, November - January (*give or take*)**
 - **Spring Council of Chairs, Friday, February 5, 2027**
In-person only, Texas Law Center, Austin
 - **State Bar of Texas Annual Meeting, June 17-18, 2027**
Omni, Fort Worth



A wide-angle photograph of a two-lane asphalt road stretching straight into the distance. The road has a dashed white center line and solid white edge lines. The landscape is flat with sparse vegetation. In the background, there are rolling hills and mountains under a vibrant sunset sky with orange and yellow clouds. The overall mood is contemplative and open.

Questions?

Thank you!