

## **SUGGESTIONS FOR EFFECTIVE SECTION/DIVISION LEADERSHIP**

The following tips for sections/divisions are meant to provide you with ideas that will aid in the administration of your section/division.

### **A. Chair**

1. Establish priorities and plan of action during term as Chair.
2. Appoint chairs for various committees. (Utilize as many members of the section/division as possible by expanding committee structures beyond the usual committees.)
3. Work with the Continuing Legal Education chair to develop at least one good CLE program per year.
4. Work closely with the Chair-Elect to provide continuity throughout the term.
5. Actively administer the Section/Division Officers to assure their responsibilities are being met.
6. Establish a working relationship with the National Office.
7. Ensure Section/Division Officers are members in good standing.
8. Attend the National Council meetings at the Annual Convention and the Mid-Year Meeting.

### **B. Chair-Elect, Vice Chair, Deputy Chair**

1. Should be cognizant of the Chair's activities at all times.
2. Act in the absence of the Chair discharging the duties pertaining to that office.
3. Begin planning for your term as Chair, no later than six months prior to the new term.
4. Attend the FBA Leadership Training Program for Chair Elects/Vice Chairs/Deputy Chairs.
5. Attend the FBA Annual Convention.

### **C. Secretary**

1. Responsible for notifying the National Office of the election of new officers.
2. Send all meeting notices, changes of address, correspondence, and CLE notices to the Manager of Sections and Divisions at the National Office.
3. Maintain current section/division mailing list/roster.
4. Take the minutes at all section/division meetings.

### **D. Treasurer**

1. Obtain financial records from the National Office and make sure they are consistent with section/division records.

### **E. Chapter Contact**

1. Responsible for liaising with the chapters and coordinating cooperative programs and initiatives and keeping the chapters informed of section/division activities.

### **F. Membership Chair**

1. Actively seek new sources for membership.

2. Plan and implement a membership campaign.
3. Actively pursue a retention program, e.g., contacting delinquent members by phone and/or letter.

G. Continuing Legal Education (CLE)/Programming Chair

1. Conduct at least one CLE program annually.
2. Coordinates any efforts with the Board of the section/division and National Office. Some chapters will co-sponsor events with sections/divisions.
3. Obtain an Application for Final Approval of Federal Bar Association CLE Programs on the FBA website at <http://www.fedbar.org/CLEapp.pdf>.
4. Should you need assistance or advice on ANY CLE program, please contact the Manager of Sections and Divisions at the National Office.
5. Collect necessary program information to send to the Manager of Sections and Divisions to prepare brochures, mailings, and advertising for programs and CLE events.

H. Communications (Newsletter/Publications) Chair

1. Coordinates with section/division board members for the development of newsworthy items to send to the Manager of Sections and Divisions to section/division members via email blast.
2. Provide section/division news to the Manager of Sections and Divisions at the National Office for inclusion in the Section and Division column in *The Federal Lawyer*.
3. Sends updates to the section/division website to the Manager of Sections and Divisions.
4. Collects articles from section/division members to be included in the newsletter. Send all articles, pictures, and information to be included in the section/division newsletter to the Manager of Sections and Divisions for editing, formatting, and distribution.