



Federal Bar Association

SECTIONS AND DIVISIONS: ACHIEVEMENT PLAN

Section/Division Name:

Section/Division Chair:

First Day of Term: October 1, 2017

Completion Date

- _____ Attend Leadership Training.
- _____ Obtain and review the most recent copy of your section/division's bylaws.
- _____ Obtain and review the most recent copy of your section/division's financial report.
- _____ Obtain and review the most recent copy of your section/division's membership report.
- _____ Send in the most recent copy of your leadership roster to Josh Albertson (jalbertson@fedbar.org) including Names, Contact Information, Positions, Headshots, Bios and Term Length.
- _____ Send a "Chair's Welcome Message" to Josh Albertson (jalbertson@@fedbar.org) to be posted on your section/division's webpage. Your welcome message should be inviting to new and prospective members.
- _____ Write a similar welcome letter or email to send to your respective section/division membership announcing your leadership and board.

Operations:

Board Meetings and Conference Calls:

How often? _____ Standing Date/Times: _____

Section/Division Committees:

What types of committees do you plan to establish and which members might chair those committees?

Committee Name(s) (i.e.: membership, newsletter, programming, etc...):

Possible Committee Chairs:

Programming:

What types of programs do you plan to offer your Section members this year? (please include conferences, CLE events, social/networking events, webinars, lunches, etc...) *Feel free to attach additional pages or information if necessary.*

Name of program:

Type of event:

Date/Timeframe:

Estimated Cost to the Section/Division:

How can National staff assist?

Name of program:

Type of event:

Date/Timeframe:

Estimated Cost to the Section/Division:

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Type of event:

Date/Timeframe:

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Type of event:

Date/Timeframe:

Estimated Cost to the Section/Division:

How can National staff assist?

Sponsorship:

Does your Section/Division plan to sponsor any events or conferences this year? If so, what will you sponsor and what kind of contribution will you make (monetary or otherwise)? (please list all below)

Content:

What kind of publications/educational content do you plan to produce as a section/division?

_____ **Section/Division Newsletters**

Editor Name(s):

Proposed Publication Date(s):

Estimated Cost:

_____ **Circuit Summaries**

Section/Division Contact Name(s):

Proposed Publication Date(s):

Estimated Cost:

_____ **Other Content**

Content Type:

Proposed Publication Date(s):

Estimated Cost:

Other Section/Division Goals:

Please include any additional goals that you have for the year. Feel free to attach additional pages as needed.

Budget:

Please attach a budget of your projected expenses and revenue for the year.

*Note: If your Section/Division chooses to publicize its events using a personalized email address, please add Maria Conticelli, Director of Sections, Divisions, and Administration (mconticelli@fedbar.org) and Josh Albertson, Sections and Divisions Coordinator (jalbertson@fedbar.org) to your list of recipients.

**Please return your completed Achievement Plan to Josh Albertson
(jalbertson@fedbar.org) by December 1, 2017.**