



# Federal Bar Association

## SECTIONS AND DIVISIONS: FY2018 WORK PLAN

Section/Division:

Section/Division Chair:

First Day of Term: October 1, 2017

	<u>Completion Date</u>
✓ Review your section/division's bylaws.	_____
✓ Review the most recent copy of your section/division's financial report.	_____
✓ Review the most recent copy of your section/division's membership report.	_____
✓ Review National Policies pertaining to Sections and Divisions.	_____
✓ Email your leadership roster to your Sections and Divisions Coordinator including Names, Contact Information, Positions, Headshots, and Bios.	_____
✓ Send a "Chair's Welcome Message" to your Sections and Divisions Coordinator to be posted on your webpage. Your welcome message should be inviting to new and prospective members.	_____
✓ Write a similar welcome letter that can be emailed to your respective section/division membership announcing your leadership and board.	_____

### Operations:

**Board Meetings and Conference Calls:**

How often? \_\_\_\_\_ Standing Date/Times: \_\_\_\_\_

***\*\*Note that National staff can help to schedule and send out meeting invitations for your Board meetings\*\****

### Committees:

What types of committees are currently in place and/or do you plan to establish and which members will chair those committees?

**Committees and Committee Chairs (please list below or attach separately):**

**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:**

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**Date/Timeframe:**

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**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 or attach additional pages if needed.***

**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)\*\*:

Print or E-Newsletter?

***\*\*Note that Joey Irvine or Anthony Jones will confirm your publication schedule based on your proposed dates\*\****

\_\_\_\_\_ **Circuit Summaries**

Section/Division Contact Name(s):

Proposed Publication Date(s):

\_\_\_\_\_ **Other Content**

Content Type:

Proposed Publication Date(s):

**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 Sections and Division Coordinator Anthony Jones ([ajones@fedbar.org](mailto:ajones@fedbar.org)) to your email for assistance.

**Please return your completed Work Plan to [sections@fedbar.org](mailto:sections@fedbar.org)**

**by December 15, 2017**