



Federal Bar Association

SECTIONS AND DIVISIONS: ACHIEVEMENT PLAN

Section/Division Name: Banking Law Section

Section/Division Chair: XXXXXXXX

First Day of Term: October 1, 2016

Completion Date

- 10/5/16 Attend Leadership Training.
- 10/5/16 Obtain and review the most recent copy of your section/division's bylaws.
- 10/10/16 Obtain and review the most recent copy of your section/division's financial report.
- 10/10/16 Obtain and review the most recent copy of your section/division's membership report.
- 10/20/16 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.
- 10/20/16 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.
- 10/31/16 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? Once/Month Standing Date/Times: 1st Thursday of each month, 2pm ET

Section/Division Committees:

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

CLE Committee: John Doe, Jane Robinson
Chapters Liaison: Jane Robinson, Jack Clark

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

Possible Committee Chairs:

- John Smith- Membership
- Sally Jones- Communications
- Greg Adams- Programming

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: Banking Law Luncheon Series

Type of event: Quarterly Luncheon with Featured Speaker

Date/Timeframe: November, January, March, May

Estimated Cost to the Section/Division: We will charge a nominal fee (\$15 each) to attendees; Section will pick up remaining cost (approx. \$300 per lunch)

How can National staff assist? Marketing the events via the newsletter and website; connecting the Section with local Chapter leaders to increase attendance; create a sign with Section logo to be used at each event

Name of program: Webinar

Type of event: CLE

Date/Timeframe: April

Estimated Cost to the Section/Division: minimal

How can National staff assist? Provide us with the information and support we need to put on a webinar; market the webinar; provide discount for Section Members to attend; provide CLE to attendees

Name of program: Happy Hour

Type of event: Social Networking Event with Featured Speaker

Date/Timeframe: July

Estimated Cost to the Section/Division: \$1200

How can National staff assist? Marketing the event via the newsletter and website; assist the Section with identifying sponsors; create a sign with Section logo and sponsor information

Name of program: BBQ and Kickball Game

Type of event: Annual Social Networking Event

Date/Timeframe: First week in May

Estimated Cost to the Section/Division: Approx. \$600

How can National staff assist? Marketing through newsletter, website and e-blast

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)

- 2016 Banking Law and Litigation Conference
 - Contribution: \$1000 for lunch for attendees, plus tables and chairs at event.
- 4th Annual International Law Conference
 - Contribution: \$200, plus volunteer helpers at event.

Content:

What kind of publications/educational content do you plan to produce as a section/division? We plan to publish a monthly newsletter called *The Legal Practice*.

X Section/Division Newsletters

Editor Name(s): Colin Kirkpatrick

Proposed Publication Date(s): 1st of each month

Estimated Cost: \$0 (E-newsletter)

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.

- 1) **We would like to see a 3% increase in Section membership this year**
- 2) **We hope to utilize our Chapters Liaison Chair to partner with Chapters this year for CLE/programming purposes**
- 3) **We would like to establish a strong leadership ladder in preparation for the succession of officers each year**

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, Sections/Divisions Manager (mconticelli@fedbar.org) and Josh Albertson, Sections/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, 2016.