



# Federal Bar Association

## **CHAPTER ACHIEVEMENT PLAN**

Chapter Name: \_\_\_\_\_  
Chapter President: \_\_\_\_\_  
First Day of Term: \_\_\_\_\_  
Term Length: \_\_\_\_\_

### **Before or During Your First 30 Days of Presidency**

- \_\_\_ Attend Leadership Training in Arlington, Va.  
**Date Completed:** March 21, 2019
- \_\_\_ Obtain and review the most recent copy of your chapter's bylaws.  
**Date Completed:** \_\_\_\_\_
- \_\_\_ Obtain and review the most recent copy of your chapter's budget.  
**Date Completed:** \_\_\_\_\_
- \_\_\_ Obtain and review the most recent copy of your chapter's membership plan.  
**Date Completed:** \_\_\_\_\_
- \_\_\_ Send the most recent copy of your leadership roster to National including Names, Contact Information, Positions, and term length.  
**Date Completed:** \_\_\_\_\_
- \_\_\_ Write a "President's Welcome Message" to be posted on your chapter's webpage. Your welcome message should be inviting to new and prospective chapter members.  
**Date Completed:** \_\_\_\_\_
- \_\_\_ Write a similar welcome letter and email to the entire chapter membership.  
**Date Completed:** \_\_\_\_\_

### **First 60 Days of Presidency**

- \_\_\_ Work with current leadership ladder to establish program goals for the year and a schedule of events.  
**Date Completed:** \_\_\_\_\_
- \_\_\_ "Like" the Federal Bar Association on Facebook, Twitter and/or LinkedIn and encourage your chapter's membership to do the same.  
**Date Completed:** \_\_\_\_\_



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\_\_\_ Send in at least one article and photo to National for use on the website, e-newsletter and Chapter Exchange. The article can be a recap of an event or focus on an ongoing project.

**Date Completed:** \_\_\_\_\_

\_\_\_ Plan one event to occur during your term that will feature a member of your local Bench. Examples include: Brown Bag Luncheon, Reception, Speech, Courthouse Tour, etc.

**Date Completed:** \_\_\_\_\_

\_\_\_ Consider establishing a chapter-specific email address (e.g. [fbaorlando@gmail.com](mailto:fbaorlando@gmail.com) or [fbamich@fbamich.org](mailto:fbamich@fbamich.org)) to publicize local events.

**Date Completed:** \_\_\_\_\_

**\*NOTE:** If your chapter does choose to publicize its events using a personalized email address, please add Anthony Jones, Chapters & Circuits Coordinator, to your list of recipients ([ajones@fedbar.org](mailto:ajones@fedbar.org)). National can also publicize your chapter's events online and in the weekly eNewsletter. Please submit upcoming chapter events using the [online event submission form](#), which is available on the [Leadership Resources Portal](#).

## **First 90 Days of Presidency**

\_\_\_ Work with your Membership Chairs to develop a plan for a Membership Drive. The Membership Drive should be a focused period of time (i.e. one month) in which the entire Chapter membership is focused on recruiting new members. The Drive should be planned around a keystone event (e.g. CLE presentation, prestigious reception, swearing-in ceremony, etc.). Send in the plan for a Membership Drive to National.

**Date Completed:** \_\_\_\_\_

\_\_\_ Identify law schools in your chapter's boundaries and Chapter member alumni of those schools. Invite the deans of the local schools to attend your events.

**Date Completed:** \_\_\_\_\_

\_\_\_ Identify two current members who express interest in leadership positions and speak with them about potential roles they could fill next term.

**Date Completed:** \_\_\_\_\_

\_\_\_ Identify one surrounding chapter and/or local bar association and consider partnering on an upcoming event.

**Date Completed:** \_\_\_\_\_

\_\_\_ Work with Chapter Leadership to decide who will be the National Council Delegate for Midyear and Annual Meetings.

**Date Completed:** \_\_\_\_\_