CHAPTER ACHIEVEMENT PLAN

Chapter Name: __________________________________________________________
Chapter President: _______________________________________________________
First Day of Term: _______________________________________________________
Term Length: __________________________________________________________

Before or During Your First 30 Days of Presidency

     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: ____________
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 or 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). 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:** __________