



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: April 26, 2014

___ 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 in the Chapter Certification Form – 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 or send to the entire chapter membership.

Date Completed: _____

First 60 Days of Presidency

___ Work with current leadership ladder to establish program goals for the year – 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 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: _____

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 (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: _____

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

Date Completed: _____

Send in this document to Jane Zaretskie, Manager of Chapter and Circuits, within the first 120 days of your Presidency to receive a silk banner to display at all of your chapter events!