***Suggestions for Effective Chapter Leadership***

The following tips for Chapters are meant to provide you with ideas that will aid in the administration of your Chapter. We realize that some Chapters are not large enough to have separate individuals performing these functions. We also recognize that some functions are essential, while others are elective.

1. **President**
2. Establish priorities and plan of action during term as head of chapter.
3. Appoint chairs for various committees. (Utilize as many members of the Chapters as possible by expanding committee structures beyond the usual committees.)
4. Serve as the Chapter’s Government Relations Liaison if the Chapter has not appointed one yet.
5. Make contact with prominent judges in the area to establish communications and rapport.
6. Ensure a good public relations plan is developed to maximize favorable publicity for the Chapter.
7. Provide Chapter news to the Chapters Coordinator at FBA National for inclusion in the Chapter Exchange column in *The Federal Lawyer* (if the Chapter does not have a Publicity Chair.)
8. Work with the Continuing Legal Education chair to develop at least one good CLE program per year.
9. Communicate with the President-Elect regarding the officers’ goals and ideas for the year. Work closely with the President-Elect to provide continuity throughout the term.
10. Actively administer the Chapter Officers to assure their responsibilities are being met.
11. Establish a working relationship with your Vice Presidents for the Circuits and FBA National.
12. Ensure Chapter Officers are members in good standing.
13. Attend the National Council meetings at the FBA Annual Convention and the Mid-Year Meeting.
14. **Treasurer**
15. Maintain financial accounting and accounts for the Chapter.
16. If the chapter wishes, and is eligible, it should seek non-profit tax exempt status under Section 501 (c) 6 status.
17. Deposit all checks and pay all Chapter bills upon authorization.
18. Set up electronic payment with FBA National.
19. **President-Elect or Vice President**
20. Should be cognizant of the President’s activities at all times.
21. Act in the absence of the President discharging the duties pertaining to that office.
22. Begin planning for your term as President, no later than six months prior to the new term. Work closely with the President to provide continuity throughout the terms.
23. Attend the National Council meetings at the FBA Annual Convention and the Leadership Training Program.
24. **Secretary**
25. Responsible for notifying FBA National of the election of new officers.
26. Send all meeting notices, changes of address, correspondence, and CLE notices to FBA National.
27. Maintain all non-financial records for the Chapter. This is especially helpful in preparing applications for the annual FBA Awards Program, e.g. Chapter Activity Awards.
28. Supervise mailings for the Chapter.
29. Maintain current chapter mailing list/roster.
30. **Delegate to the National Council**
31. The chapter president and one other member of each chapter serve as delegates to the National Council.
32. Represent the Chapter at all meetings.
33. Receive reports and mailings pertaining to National Council.
34. Coordinate with the chapter leadership in developing positions on issues.
35. Responsible for bringing to the attention of the National Council any items of interest to the Chapter. (This should be coordinated through FBA National or a Vice President for the Circuit beforehand.)
36. **Membership Chair**
37. Establish a working relationship with the National Membership Committee Chairperson.
38. Actively seek new sources for membership.
39. Plan and implement a membership campaign.
40. Actively pursue a retention program, e.g., contacting delinquent members by phone and/or letter.
41. **Government Relations Liaison**
42. Serve as the point-of-contact for the Chapter with FBA National and the Government Relations Committee in promoting chapter government relations activity.
43. Assist in the distribution of FBA government relations information to the chapter members and local federal judges. (The chapter may prefer to have the chapter president continue to transmit the GRC update to the federal judges.)
44. Coordinate chapter’s input, if any, into the annual FBA Issues Agenda nomination process.
45. Coordinate chapter’s advocacy in support of an FBA legislative priority, when requested by FBA National.
46. Participate in the FBA’s Capitol Hill Day.
47. **Continuing Legal Education (CLE) Chair**
48. Administer at least one CLE program annually.
49. Coordinate any efforts with the President and President-Elect of the Chapter and National Office. Some Sections will co-sponsor events with Chapters.
50. Remember that National CLEB approval is necessary for all CLE programs that will be marketed beyond the Chapter’s region. National CLEB approval should be requested, prior to publicizing such events. Should you need assistance or advice on ANY CLE program, please contact the CLE Administrator at FBA National or the National CLEB Board.
51. There is a difference between the CLE Committee and the Program Committee. The CLE Committee determines functions offering CLE credit, whereas the Program Committee determines regular functions such as luncheons.
52. Prepare brochures, mailings, and advertising for CLE programs and events.
53. **Publicity Chair**
54. Establish a working relationship with media representatives in the Chapter’s region.
55. Prepare and distribute press releases for upcoming chapter events to media representatives in the Chapter’s region.
56. Coordinate with other chapter chairs and officers for the development of newsworthy items and arrange for distribution to local media. Keep in mind that pictures help sell stories.
57. Provide Chapter news to the Chapters Coordinator at FBA National for inclusion in the Chapter Exchange column in *The Federal Lawyer*.
58. Send copies of all local press coverage to FBA National for circulation.
59. **Younger Lawyers Division Liaison**
60. A member of the Chapter who is also a member of the Younger Lawyers Division should be assigned to this position.
61. Establish a working relationship with the National YLD Chairperson and board members.
62. Administer Younger Lawyer’s programs on a local basis.
63. Provide input to the National YLD officers and board members.
64. Ensure Chapter leaders are aware of National YLD’s concerns.