

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.

A. President

1. Establish priorities and plan of action during term as head of chapter.
2. Appoint chairs for various committees. (Utilize as many members of the Chapters as possible by expanding committee structures beyond the usual committees.)
3. Make contact with prominent judges in the area to establish communications and rapport.
4. Ensure a good public relations plan is developed to maximize favorable publicity for the Chapter.
5. Work with the Continuing Legal Education chair to develop at least one good CLE program per year.
6. Work closely with the president-elect to provide continuity throughout the term.
7. Actively administer the Chapter Officers to assure their responsibilities are being met.
8. Establish a working relationship with your Vice Presidents for the Circuits and the National Office.
9. Ensure Chapter Officers are members in good standing.
10. Attend the National Council meetings at the Annual Convention and the Mid-Year Meeting.

B. Treasurer

1. Maintain financial accounting and accounts for the Chapter.
2. If the chapter wishes, and is eligible, it should seek non-profit tax exempt status under Section 501 (c) 6 status.
3. Deposits all checks and pays all Chapter bills upon authorization.

C. President-Elect or Vice President

1. Should be cognizant of the President's activities at all times.
2. Act in the absence of the President discharging the duties pertaining to that office.
3. Begin planning for your term as President, no later than six months prior to the new term. Communicate with the President-Elect of the national organization to determine this officer's goals and ideas for the year.
4. Attend the FBA Chapter Leadership Training Program for Presidents-Elect held in Washington, DC, each Spring.
5. Attend the FBA Annual Convention.

D. Secretary

1. Responsible for notifying the National Office of the election of new officers.
2. Send all meeting notices, changes of address, correspondence, and CLE notices to the National Office.
3. Maintain all non-financial records for the Chapter. This is especially helpful in preparing the annual Chapter Activity Award Application.

4. Supervise mailings for the Chapter.
5. Maintain current chapter mailing list/roster.

E. Delegate to the National Council

1. The chapter president and one other member of each chapter serve as delegates to the National Council.
2. Represents the Chapter at all meetings.
3. Receives reports and mailings pertaining to National Council. Coordinates with the Chapter Leadership in developing positions on issues.
4. Is responsible for bringing to the attention of the National Council any items of interest to the Chapter. (This should be coordinated through the National Office or a VP for the Circuit beforehand.)

F. Membership Chair

1. Establish a working relationship with the National Membership Committee Chairperson.
2. Actively seek new sources for membership.
3. Plan and implement a membership campaign.
4. Actively pursue a retention program, e.g., contacting delinquent members by phone and/or letter.

G. Continuing Legal Education (CLE) Chair

1. Conduct at least one CLE program annually.
2. Coordinates any efforts with the President and President-Elect of the Chapter and National Office. Some Sections will co-sponsor events with Chapters.
3. 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.
4. Should you need assistance or advice on ANY CLE program, please contact the Director of Programs at the National Office or the National CLEB Board.
5. There is a difference between the CLE committees and the Program Committee. The Program Committee determines regular functions such as luncheons, whereas the CLE committee determines functions offering CLE credit.
6. Prepare brochures, mailings, and advertising for programs and CLE events.

H. Publicity Chair

1. Prepares and distributes press releases for upcoming chapter events to area media representatives.
2. Establish a working relationship with area media representatives.
3. Coordinates 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.
4. Provide Chapter news to the Manager of Chapters and Circuits at the National Office for inclusion in the Chapter Exchange column in *The Federal Lawyer*.
5. Sends copies of all local press coverage to the national office to be placed in the chapter file.

I. Younger Lawyers Division Liaison

1. A member of the Chapter who is also a member of the Younger Lawyers Division should be assigned to this position.
2. Establish a working relationship with the National YLD Chairperson and board members.
3. Carry out any Younger Lawyer's programs on a local basis.
4. Provide input to the National Younger Lawyer's officers and board members.
5. Ensure Chapter leaders are aware of Younger Lawyer's concerns.