



Federal Bar Association

SECTIONS AND DIVISIONS: FY2019 WORK PLAN

Section/Division:

Section/Division Chair:

First Day of Term: October 1, 2018

	<u>Completion Date</u>
✓ Review your section/division's bylaws.	_____
✓ Review the most recent copy of your section/division's financial report.	_____
✓ Review the most recent copy of your section/division's membership report.	_____
✓ Review National Policies pertaining to Sections and Divisions.	_____
✓ Email your leadership roster to your Sections and Divisions Coordinator including Names, Contact Information, Positions, Headshots, and Bios.	_____
✓ Send a "Chair's Welcome Message" to your Sections and Divisions Coordinator to be posted on your webpage. Your welcome message should be inviting to new and prospective members.	_____
✓ Write a similar welcome letter that can be emailed to your respective section/division membership announcing your leadership and board.	_____

Operations:

Board Meetings and Conference Calls:

How often? _____ Standing Date/Times: _____

*****Note that National staff can help to schedule and send out meeting invitations for your Board meetings*****

Committees:

What types of committees are currently in place and/or do you plan to establish and which members will chair those committees?

Committees and Committee Chairs (please list below or attach separately):

Programming:

What types of programs do you plan to offer your Section members this year? (please include conferences, CLE events, social/networking events, webinars, lunches, etc...) ***Feel free to attach additional pages or information if necessary.***

Name of program:

Type of event:

Date/Timeframe:

Estimated Cost to the Section/Division:

How can National staff assist?

Name of program:

Type of event:

Date/Timeframe:

Estimated Cost to the Section/Division:

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Type of event:

Date/Timeframe:

Estimated Cost to the Section/Division:

How can National staff assist?

Sponsorship:

Does your Section/Division plan to sponsor any events or conferences this year? If so, what will you sponsor and what kind of contribution will you make (monetary or otherwise)? ***Please list all below or attach additional pages if needed.***

Content:

What kind of publications/educational content do you plan to produce as a section/division?

_____ **Section/Division Newsletters**

Editor Name(s):

Proposed Publication Date(s)**:

Print or E-Newsletter?

*****Note that Joey Irvine or Anthony Jones will confirm your publication schedule based on your proposed dates*****

_____ **Circuit Summaries**

Section/Division Contact Name(s):

Proposed Publication Date(s):

_____ **Other Content**

Content Type:

Proposed Publication Date(s):

Other Section/Division Goals:

Please include any additional goals that you have for the year. *Feel free to attach additional pages as needed.*

Budget:

Please attach a budget of your projected expenses and revenue for the year.

*Note: If your Section/Division chooses to publicize its events using a personalized email address, please add Sections and Division Coordinator Anthony Jones (ajones@fedbar.org) to your email for assistance.

Please return your completed Work Plan to ajones@fedbar.org

by December 15, 2018