



Texas Bar Leaders Conference

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Houston Westin Galleria

Checklist for Bar Excellence: Minding YOUR Ps and Qs

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The Ps that Prevent Pandemonium: Policies, Procedures & Processes . . . oh, and Plans

P1-Policies

1. For the Board

Governing

- Conflict of Interest
- Confidentiality
- Conduct Standards
- Whistle Blower
- Antitrust Avoidance Statement
- Risk Management
- Statement of Jurisdiction or Public Position Guidelines (apparent authority)
- Records Retention
- Section or committee functions
- Executive Director Performance Review
- IRS 990 Form

Financial

- Audit
- Check Signing (resolutions)
- Financial Controls
- Reserve
- Investment
- Sponsorship
- Reimbursement
- Contributions (charitable)

Communications

- Editorial (submission, right to reject, edit etc.)
- Advertising
- Disclaimer language for Website
- Copyright
- Logo use/stationery distribution
- Social Media (comments, use of email addresses, disclaimers)

2. For the Staff

Human Resources

- Employee Handbook
 - Vacation/Administrative Leave
 - Sexual Harassment (members, vendors and other staff)
 - Whistle Blower
 - Confidentiality
 - Grievance Process
 - Office Hours/flex time
 - Executive Director contract
 - Reimbursement
 - Training and Development
 - Payroll (overtime/frequency)
 - At Will Employment
 - Non-discrimination/EEO
 - FMLA (if applicable)
 - Political activity
 - Internet/Email/Social Media use
 - Smoking
 - Drugs
 - Pension
 - Benefits
 - Holidays
 - Office closings
 - Software/hardware
 - Security
- Organizational chart
- Performance Reviews

P²-Procedures & Processes

Operation and Events Documentation

- Financial transactions
- Contracting
- Dues billing
- Dues processing
- Budget
- Credit card verification-CPI compliance
- Sponsorship solicitation
- Membership development and retention
- CLE program planning
- Nominating Process
- Elections
- Advertising
- Website & social media updating
- Staff performance reviews
- Awards approval and solicitation
- Major events such as golf outing, Law Day

Governance and Meetings

- Agenda format for board meetings
- Minutes
- Financial report distribution
- Communicating among board members
- Audits
- Committee charges/procedures

Communications

- Newsletter production
- Web design and maintenance
- Advertising solicitation

Lawyer Referral Service

- Application and approval process
- Panel definitions & requirements
- Outside agencies
- Online
- Prepayment
- Follow-up

P³-Plans

- Strategic Plan
- Business Interruption Plan
- Disaster Plan
- Operations Plan
- Action Plan
- Marketing Plan
- Succession Plan

Q.

What do you include in this documentation?

- **Who is responsible**
- **What they are responsible for**
- **When they are responsible**
- **How to do it-the steps**
- **Budget**
- **Contacts**

50¹/₂ Questions for building bar capacity.

1. Do you know where your IRS Letter of Determination is?
2. How about the Articles of Incorporation?
3. Are your bylaws current? Do they reflect actual practice?
4. Are the required documents being filed with the IRS and Texas Secretary of State's Office, ? (Form-990, Periodic Report)
5. Do you have the required disclaimer language on your dues bill?
6. Do you know how much money that you have in the bank?
7. Do you know where your money is invested?
8. Do you know where the money comes from?
9. Do you know where the money goes?
10. Are your bank resolutions current?
11. How much money do you have in reserve?
12. Do you know where your financial statements are?
13. Do you know if you should have an annual audit?
14. Do you have a finance or accounting manual?
15. Do you have D&O insurance? What is the coverage?
16. Do you know what of your events are expected to make money, breakeven or lose money?
17. Do you know who your members are?
18. Do you know who your members aren't?
19. Do you know what your members want?
20. Do you know what your members expect?
21. Have you ever done a membership survey?
22. Do you know your market share?
23. Do you know your retention rate?
24. Is the board making decisions based on the best interests of the organization?
25. Do you have a board orientation session and a board manual?
26. Do you know where your minutes are?
27. Do you know who your future leaders are?
28. Do you know what the duties are for each officer in your bar association?
29. Do you know your mission?
30. Do your board members know the association's mission?
31. Do board members know what is expected of them before they agree to serve on the board?
½ How 'bout committee chairs?
32. Do you conduct an annual review of the executive director?
33. Do you have policies in place that conform with best practices?
34. Do your processes and practices conform with your bylaws?
35. Do you have a strategic plan?
36. Do you have an association calendar?
37. Do you have definitions of success for your programs and activities?

38. Do you do action planning?
39. Do you have committees?
40. Do you know what your committees are doing?
41. Are your sections and committees complying with association policies and procedures?
42. Do your members know what you are doing?
43. Does the community know what you're doing?
44. Is your Website current?
45. Does your newsletter go out on time?
46. Do you know what Twitter and Facebook are? What about Ning?
47. Ever heard of a podcast?
48. Are you doing anything that you wouldn't want to appear on the front page of the local newspaper or on its Website?
49. Do you know where to call for assistance?
50. Do you know where to find the Division for Bar Services Small Bar Resource Page?



www.abanet.org/barserv/resourcepages/smallbars.shtml

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