Your support and supporters

- Committee Officer (Garza)
  - Responsible to Chair and Council for the oversight of substantive committees
  - Approves committee programs
- Committee Operations Committee (Roberti, Biegel, Manning, Thompson)
  - Four former Committee Chairs who’ve served in different roles – know yours!
  - Support Committee Officer in implementing leadership priorities
  - Ensure that Committees are functioning and serving members
  - Provide support and insights on ideas/initiatives across Committees
  - With RCM, offer advice on how to resolve issues and solve problems
  - Assist in evaluations of leaders

- Section Staff
  - Experienced professionals who are committed to supporting the Section’s functions
  - Oversee administrative and technical issues
  - *Not in a position to provide administrative support for individual committees*
Annual Plans and Mapping Progress

- The Annual Plan is critical to measuring Committee success:
  - Establishes the direction of the Committee
  - Establishes areas of responsibility for Vice Chairs
  - Sets goals and benchmarks against which to measure your progress
  - **Best practice:** treat the Annual Plan as a living document and update throughout the year (as a template for your monthly calls)

- Reports throughout the year
  - Quarterly Activities Chart
    - Summary report, but your chance to explain your progress and plans
    - Read closely by Council and Officers
    - **Best practice:** of course get it in on time, but be thinking all year long about what you will have to show/say on your chart

- Committee evaluations at mid-year & end of year
  - Chairs and RCM provide evaluations of leaders as part of appointments process – is every Vice Chair contributing (even outside of their area)?

- Some Committees provide reports to Council
Keys to A Successful Year
(or how 20 minutes now can make the next 12 months a lot easier!)

- Your organization
- Your plan
- Your members
- Your programs
- Your communications
- Your publications
- Your deadlines
Starting Out Organized

- Monthly leadership calls
  - Have you set up a time and dial-in?
  - Have you included your RCM and an Ops co-chair?
    - Will you do reminders the day before?
    - Will you have an agenda?
  - How will you capture your progress/assignments? (there’s a tip coming up)

- Has your leadership done their warm ups?
  - Does everyone know about each other’s background and practice?
  - Have you read Deb’s welcome letter?
  - Did you attend the leadership orientation?
  - Have you reached out to your Young Lawyer Representative to discuss his/her interests, abilities and ideas?
  - Have you reviewed Committee resources/policies/templates, leadership directory and staff responsibilities on the Leadership Portal?
  - Have you calendared all applicable deadlines?
## Building and Keeping Members

### Recruit
- Networking through programs and meet ups
- Looking for opportunities to reach all sorts of members (younger lawyers, plaintiffs’ lawyers, government lawyers, non-U.S. lawyers, antitrust & CP lawyers, non-lawyers, members of other bar groups & other Committees)

### Involve
- Identify real volunteer opportunities that will provide recognition and opportunities for networking such as editorial/advisory boards
- Newsletters and fundamental programs for young lawyers
- *Best Practice: Push good work outside of leadership; one example – YLRs aren’t only for working on Connect and the website*

### Communicate
- Town Halls
- Regular posts and updates
- Transparency

*Best Practice: As with other Committee missions, make discussion and “action items” on membership a part of every month’s call*
How to Plan Programs

1. Strong Content
   - Recent developments
   - Lingering issues
   - Fundamentals
   - Unique & practical angles

2. Speakers and Co-Sponsors
   - Diversity
   - Same firm rules
   - Approved organizations
   - Committee Co-sponsors

3. Obtain Approval/Schedule
   - Google calendar
   - Committee Officer approval
   - Work with staff
   - Get the speaker releases in (prevents audio posting)

4. Promote
   - Connect
   - Other Committees (with a light touch)
   - Newsletter previews

5. Follow Up
   - Use the materials
   - Analyze the attendance
   - Newsletter reports

**Best practice:** Don’t wait until Spring Meeting decisions come out before scheduling programs. Programs are a year-round necessity!
Publications

• Newsletters
  – There is no single format
  – They don’t need to be labor intensive
  – What would interest/serve your members?
    – **Best practice:** *do more than the minimum of 2!*

• Books
  – When are you scheduled for a book project?
  – Do you have an executable plan in place?
  – Don’t forget about ALD!
Communications

- Sending emails through Connect is easy and creates a history of posts
- Connect includes all members of your committee; using both creates duplication and inefficiency

CONNECT WILL BE OUR PRIMARY COMMUNICATIONS TOOL

- Your Committee’s page on the ABA website is a critical, public-facing introduction to your Committee: the information and mission must be current (would you patronize a company that didn’t?) and staff doesn’t do it all!
- Connect offers the opportunity to create resource libraries that can be organized with greater functionality than previously available. It is a key member service!
## Important Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2015</td>
<td>28</td>
<td>Final Annual Plans Due</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2</td>
<td>Spring Meeting Proposals Due</td>
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<tr>
<td></td>
<td>15</td>
<td>Contact Info for ALD Editors and Drafters Due</td>
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<tr>
<td></td>
<td>8</td>
<td>Committee Activity Chart Due</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Announcement of Approved Spring Meeting Proposals</td>
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<tr>
<td>November 2015</td>
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<tr>
<td>December 2015</td>
<td>1</td>
<td>Committee Activity Chart Due</td>
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<td></td>
<td>16</td>
<td>Committee Evaluations Due</td>
</tr>
<tr>
<td>January 2016</td>
<td>16 – 18</td>
<td>Midwinter Meeting (chairs only)</td>
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<tr>
<td>February 2016</td>
<td></td>
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<td>March 2016</td>
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<td>Committee Activity Chart Due</td>
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<td>18 – 31</td>
<td>Spring Meeting Blackout Period for Committee Programs</td>
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<tr>
<td>April 2016</td>
<td>6 – 8</td>
<td>Spring Meeting</td>
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<tr>
<td></td>
<td>1 – 24</td>
<td>Spring Meeting Blackout Period for Committee Programs</td>
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<td>May 2016</td>
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<td>July 2016</td>
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Questions?