Meeting Preparation and Planning

- Communicate with other committees when planning programs
  - Contact info for all committees may be found in the Bluebook
  - Use code responsibility list to help determine jurisdiction
  - Helps avoid conflicts and promote co-sponsorship opportunities

- Submit spotlights on time (even if incomplete – submit what you have)
  - Allows staff to adequately plan for the meetings and spot potential conflicts
  - Affects peripheral items as well (e.g., one-on-one schedule, meeting space allocations)

- Panel Formation
  - Designate panels that are diverse, that bring in younger members, and that utilize members who have not participated previously on panels
  - Allocate speaking roles to members who have volunteered for written projects and related work
  - For panels on international issues, please submit all requests for government speakers to Section staff (currently to Ty Hansen)

- Familiarize with the meetings page
  - The page is updated for each meeting
  - Contains updated policies that may change meeting-to-meeting (e.g., speaker request procedure, reimbursement, request forms)

Committee Management

- Use the monthly committee newsletter and committee leadership resources page
  - The newsletter provides an update on Section affairs as well as action items
  - The resources page contains most of the documents committee leaders may need

- Chairs have full authority to create subcommittee positions and appoint leaders – popular positions include CLE/emerging topics, technology/social media, and outreach

- Delegate responsibilities (subcommittees if appropriate) so others may gain committee leadership experience and so that those who volunteer to do projects are rewarded and put in a position to move up into leadership roles

- Cc everyone on key communications so they are familiar with duties

- Appoint liaisons Section committees (Diversity, Young Lawyers, CLE, Publications, Sponsorships, Membership)
• Consider a monthly conference call among Committee leaders to catch up everyone on developments
• Consider a mentorship program to help guide younger committee members

Monitoring Developments

• Keep on top of developments within the Committee’s jurisdiction to look for comment projects and panel topics
• Involve other Committees in any comment or other project that touches on their jurisdiction or in which they may have an interest.

Diversity and YLF

• Reach out to Diversity and Young Lawyers committees
  o Good source of diverse and young lawyers
  o Co-sponsorship partners
• Periodically review Section’s Diversity and Inclusion Plan
  o Council reviews the Plan every two years
  o Provides roadmap to help improve diversity

Committee Membership and Marketing

• Be mindful of webinar opportunities
  o Popular panels may easily be repurposed for webinars
  o Provides young lawyers and members that are unable to attend the meetings an opportunity to participate in the Section
• Be creative in outreach methods (e.g., SALT’s quarterly committee newsletter, YLF’s happy hour, use of social media)
• Bring associates/young lawyers from your professional organization (if appropriate)
• Be mindful of new members and make them feel welcome, including both young and experienced lawyers. Some committees appoint a position for member development (e.g., subcommittee chair)
• Consider reaching out to local networks in meeting host cities for potential speakers and members

Interaction with Council Director and Section Staff

• Contact Section Staff if you have any questions (e.g., meeting logistics, CLE requirements, pro bono involvement)
• Keep Council Director informed on important Committee issues as they arise
• Complete Committee questionnaire thoroughly and timely
• Complete meeting surveys so the Section has good feedback from our core group of committee leaders

• Contact Staff Counsel at the beginning of each comment project (or fill out online comment project initiation form)
  o Be mindful of COGS timeline
  o Assign a COGS reviewer before the draft is ready for review

• Keep Section staff informed on committee initiatives
  o Staff can guide the project
  o Projects may have unforeseen conflicts