2019-2020 Bar Year
Planning and Budgeting Form A
General Committees
Due December 15, 2018

Committee: ____________________________________________________________
Submitted By: __________________________________________________________
Date: __________________________________________________________________

The information below is to be completed by the Committee Chair-Elect for plans/activities occurring during their term as chair for the 2019-2020 Bar Year. This form is intended to serve as a planning and budgeting tool to assist staff for overall section budgeting.

Please do not request funds for travel expenses to section meetings. Per the TIPS Financial Policy, Chairs and Chairs-Elect are funded to attend Fall Meeting and the Spring Section Conference. Chair-Elect Designees are also funded to attend the Spring Section Conference.

Please do not request reimbursement for office expenses.

Any CLE Program requests should be made using the CLE Proposal Form and not this form.

Preliminary approval of budgetary requests below will occur during Summer 2019.

Please complete sections 1-9 and additional details in red.

1. **Program Vice-Chair:** ________________________________________________

   The Program Vice-Chair is responsible for programs to be held during your term as Chair. If you are planning a CLE program, please reach out to TIPS CLE Director Janet Hummons for a program proposal form and details.

2. **Membership Vice-Chair:** ____________________________________________

   The Membership Vice-Chair is responsible for recruitment and retention efforts. The Membership Vice-Chair will be responsible for attending membership training as provided during Orientation at the Fall Meeting.

3. **Diversity Vice-Chair:** ______________________________________________

   The Diversity Vice-Chair is responsible for development of ideas, program planning and initiatives which will increase involvement of women, ethnic minority members, disabled members and LGBT members. Your Diversity Vice-Chair is also responsible for the balance between plaintiffs, defense and insurance industry representatives.

Please return form via email to: jennifer.michel@americanbar.org
Due: December 15, 2018
4. **Newsletter Vice-Chair:**

The Committee Newsletter Vice-Chair is responsible for development and gathering of newsletter articles. The Newsletter Vice-Chair will serve as the editor of the newsletter, will work with TIPS staff and is responsible for three editions per bar year.

Number of newsletters anticipated: ________________
Anticipated # of pages per newsletter: ________________
Anticipated Mailing Dates: ________________

5. **Technology Vice-Chair:**

The Committee Technology Vice-Chair is responsible for creating/expanding the committee’s technology needs including a website and social media presence.

6. **Publications Vice-Chair:**

Your Committee Publications Vice-Chair is responsible for communication to the TIPS Book Publishing Editorial Board for development of book ideas that may be useful to the committee’s membership. Efforts should be made to produce articles worthy of publication in both *The Brief* and the *Tort Trial and Insurance Law Journal*, including but not limited to the Annual Survey of Law.

Anticipated books, articles:

Anticipated completion dates:

7. **Committee Business/Planning Meetings:**

- TIPS Fall Leadership Meeting – October 16 - 19, 2019 (Wailea, HI)
- ABA Section Conference – April 29 - May 3, 2020 (Nashville, TN)
- Another time and location (specify):
- Conference Calls

Please note that General Committees typically do not meet at Midyear Meeting due to the condensed schedule.

Will your committee be planning conference calls?
How many calls do you anticipate?
How many members will be dialing in?
What is the planned duration of the call?

Please note that the committee must pre-arrange poly-coms for in-person business meetings with the ABA TIPS Staff and Meetings Team. Poly-coms are only permitted for committees anticipating having 6 or more committee members present on the phone.
8. CLE Programs/Section Meetings

If your committee plans to conduct a CLE program in conjunction with a Section Meeting, please contact TIPS Staff for assistance with a program proposal:

Janet Hummons, CLE Director
janet.hummons@americanbar.org
(312) 988-5656

Juel Jones, Senior Meeting Planner
juel.jones@americanbar.org
(312) 988-5597

If your committee plans to conduct a stand-alone National CLE Program, please contact TIPS Staff for assistance with a program proposal:

Janet Hummons, CLE Director | janet.hummons@americanbar.org | (312) 988-5656

If your committee plans to conduct a regional meeting, teleseminar or webinar, please contact:

Juel Jones, Senior Meeting Planner | juel.jones@americanbar.org (312) 988-5498

9. New Projects and Requests:

Description of project:

Anticipated completion date:

Travel costs: $________________________
Duplicating Costs: $_____________________ 
Postage Costs: $_______________________
Telephone Costs: $____________________
Other: $______________________________
Total Estimated Cost: $________________

Which of the TIPS goal(s) and strategy(s) (list #) does this activity support and how? Please be as specific as possible. Details are critical.

________________________________________________________________________
10. Liaison Activities:

Do you anticipate travel expenses to attend meetings with other ABA entities or outside organizations by nature of your position as chair of a general committee?

□ Yes
□ No

Name of Organization:
Number of trips in 2019-2020:
Date and Location:
Name of person attending:
Approximate total cost (including airfare):

Why is it necessary to attend instead of communicating through email and phone?

Which of the TIPS goal(s) and strategy(s) (list #) does this activity support and how?