MEMORANDUM

To: General Committee Chairs and Chairs-Elect

From: Ron Richman
Scope & Correlation Committee

cc: Pam Beckham, General Committee Board Chair, Mike McCarthy, Associate Director; Linda Wiley, Membership Specialist; Scope & Correlation Committee; Mike Drumke, Glenn Troublefield, John Cartafalsa

Subject: Membership Involvement Awards 2015

Date: May 7, 2015

On behalf of the Scope & Correlation Committee and the Tort Trial and Insurance Practice Section, I want to thank you for your efforts and those of your respective Committees to continue to make TIPS one of the finest, most respected Sections within the ABA.

The Scope & Correlation Committee and Section leaders are keenly aware of the significant time, effort and resources that you and your members invest each year to deliver consistently professional and high quality programs, publications and other services to our members at large. The personal commitment of each leader of our Section’s Committees is an invaluable asset in the success of TIPS and ensures that the ABA and TIPS stay at the leading edge of bar associations in the United States.

As we approach the Annual Meeting, I want to remind each of the Committees that the Scope & Correlation Committee will soon begin the process of reviewing the activities of each General Committee to determine this year’s recipients of the Membership Involvement Awards. The awards represent one of the ways in which the Section recognizes General Committees that have exemplified the goals of the Section in the involvement and accomplishments of its members. In order to be eligible for the Membership Involvement Awards, committees must meet the minimum requirements of the Criteria for Successful Committees as measured by the General Committee Worksheets. The list of criteria and the worksheet are attached. In addition, the successful committee must demonstrate identifiable achievements above and beyond the minimum expectations for committees in advancing the recruitment, retention and involvement of Section members. Award decisions are based on consultation with the members of the Scope & Correlation Committee, TIPS staff, and with the Chairs and Chairs-Elect or other members of each Committee.
To that end, I strongly encourage each Committee to begin to think about the types of initiatives, events, projects, programs, and strides that have been achieved so far this year. **Please send your DRAFT evaluation worksheets and any other information about your Committee’s success, achievements and other activities to Mike McCarthy and your Scope liaison by June 1, 2015. The FINAL version of your evaluation worksheet must be sent to Mike McCarthy NO LATER THAN JUNE 15, 2015.** For your convenience, the list of awards and examples of factors that are considered in the selection process are listed below.

**Membership Involvement Awards**

**Overall Excellence**
This award is presented to the Committee that this year consistently and significantly exceeded the expectations of our general committees across all areas of responsibility. This includes not only newsletters, publications and programming, but demonstrated commitment to diversity, membership involvement and a focus on activities aimed at achieving the goals of the Section.

**Exceptional Achievement**
This award is presented to a Committee that has shown significant improvement throughout the year. It is recognition that dedication and hard work can change the direction of a Committee that might have recently faced some difficulties or challenges in achieving its goals. This award is intended to acknowledge the importance of efforts of committee leaders and members in helping a struggling Committee get back on track to becoming a successful contributor to the goals of the Section.

**Most Innovative**
This award is presented to a Committee that has selected unique and innovative methods in which to increase the recruitment, involvement and retention of TIPS members. This award recognizes efforts to think and work creatively to develop new ways to engage and involve Committee and Section members through its projects and initiatives.

**Leadership Involvement**
This award is presented to a Committee that has demonstrated outstanding leadership within TIPS through the involvement of its committee leaders and members with other General Committees, as a resource for committee initiatives, projects and undertakings; by providing leadership advice, guidance and professional development opportunities for its members; and through the involvement of the Committee’s members in leadership roles within TIPS and/or the ABA.
Public Service Involvement
This award is presented to a Committee that has demonstrated outstanding achievement in generating interest and participation among Section members in public service projects, pro bono activities and other initiatives aimed at promoting a meaningful contribution to the general public and society in which we practice.

Diversity Involvement
This award is presented to the Committee that has demonstrated outstanding achievement and a commitment toward promoting the goal of our Section to achieve a diverse membership across boundaries of gender, ethnicity, sexual orientation or disability. It recognizes the efforts of general committees to develop and promote projects, initiatives and activities aimed at increasing membership, membership involvement and retention of women, minorities, gay, lesbian, bi-sexual, transgender and disabled individuals.

Young Lawyers Involvement
This award is presented to a Committee that has excelled in increasing the membership, involvement and retention of young lawyers within the Section. It recognizes demonstrated achievement in developing and promoting initiatives and activities to attract young lawyers and engage them in the work of the Section and their leadership development.
Elements of the Committee’s recommendation

Below is an example of factors (tangible and intangible) that may be considered in the determination of these various awards. This is not an exhaustive list, but intended to give some guidance in the selection process.

1. The number and/or quality of CLE programs the Committee sponsored this year;

2. The exposure or recognition the Committee has obtained as a result of its initiatives, programs or services provided;

3. The success of a particular program with regard to the revenue generated or attendance;

4. The efforts made by Committee leaders to insure that the work or initiatives of the Committee are completed, i.e. the personal sacrifice by a member of a Committee with regard to the initiatives or work of the Committee;

5. Co-sponsorship of programs, publications or other projects with other Committees;

6. Outreach to other bar associations and, including non-attorney organizations;

7. Public service provided by the Committee, such as going to local high schools to discuss the civil justice system, arranging for food or clothing to be delivered to a shelter, educating young lawyers and law students, reaching out to women and minority organizations;

8. Making the effort to recruit and retain a diverse group of attorneys, such as women, minorities, law students, and professionals for a diverse group of practice areas;

9. Reaching out to law schools to encourage the involvement of law students, law professors, and those related to the law school process;

10. Addressing cutting edge legal issues through CLE’s, newsletters, and other content media;

11. Organization of the Committee, with respect to its leadership, its presentation of programs, timely advertisements, soliciting attendees from a broad spectrum of professions (law and non-law related);
12. Composition of programs with respect to having a diverse group of faculty (practice area and other diversity factors);

13. Demonstrating a new approach to distinguish the Committee from other Committees;

14. Quality of publications, newsletters and other media with respect to the timeliness and content of articles, presentation, and faculty;

15. How well the leadership keeps the members of the Committee involved, informed, and interested in the work being performed by the Committee;

16. The participation of the leadership of the Committee in the meetings of the Section (i.e., fall, midyear, spring and annual);

17. Strength of the leadership in the practice area and within TIPS;

18. The diversity of membership participation in the events of the Committee, including the participation of law students, young lawyers, women, minorities, GLBT and disabled individuals;

19. Undertaking non-traditional legal initiatives, such as providing volunteers to assist members of the public with legal questions, giving back to the public, or increasing the reputation of the legal profession.

**Conclusion**

Keep in mind that two or more Committees may receive an award, so please provide us as much information as possible about your Committee's activities as soon as possible. If you have questions, please contact your Scope liaison or anyone on the Scope & Correlation Committee. Thank you for your hard work, dedication and leadership. Best of luck to all the Committees for a great rest of the year.

Respectfully yours,

*Ron Richman, Awards Sub-Committee Chair*
*TIPS Scope & Correlation Committee*