

# Agenda

## Section Chairs and Treasurers Orientation

July 25, 2016 ~ Hatton Sumners Conference Room, Texas Law Center

For materials, visit: <http://sbotsections.com/>

10:30	Introductions, Roll Call and Pledge of Allegiance	Alyson Outenreath, Chair Council of Chairs Committee
10:35	Presidential Initiatives	Frank Stevenson, President State Bar of Texas
10:50	Council of Chairs, Section Representatives Committee and Working with your Board Advisor	Pat Maher, Chair Section Representatives to the Board of Directors Committee
11:00	Access to Justice Update and Pro Bono Opportunities	Trish McAllister, Executive Director Texas Access to Justice Commission
11:15	A Year in the Life of a Section Chair	Chad Baruch, Past Chair Commercial & Consumer Law Section
11:30	Legislative and Other Section Positions	KaLyn Laney, Asst. Deputy Director State Bar of Texas
11:45	State Bar Legal Counsel: Bylaws, Board Policy Manual Contracts, Open, Meetings, Open Records & Section Lists	John Sirman, Legal Counsel State Bar of Texas
12:00	Break – Lunch Provided	
12:15	Preserving our Legal Heritage: Welcome to the Archives Department of the State Bar	Caitlin Bumford, Archival Specialist Archives Dept., State Bar of Texas
12:30	Break	
12:45	Section Finances and Treasurer's Duties	Sandra Carlson, Sections Accountant State Bar of Texas
1:15	How to Run a Meeting and Use of Parliamentary Procedure	Audrey Moorehead, Section Rep., Section Representatives to the Board of Directors Committee
1:30	How to Hit the Ground Running: Working With the Sections Department	Tracy Nuckols, Manager Sections Department, State Bar of Texas
2:00	Eblasts and Electronic Newsletters	Bre Binder, Technology & Events Sections Department, State Bar of Texas
2:15	Q&A	
2:30	Adjourn	