

**State Bar of Texas**  
**SECTIONS**  
**DEPARTMENT**

*How to  
Hit the  
Ground  
Running!*



# Who are you?

- ▶ You ARE the State Bar
- ▶ You are a government agency created by the Legislature - (you are NOT a charitable org)
- ▶ You are one of the State Bar's greatest resources
- ▶ You are responsible for a great deal of the State Bar's work product
- ▶ You are one of the best opportunities for education and networking.
- ▶ Together we are going to have a great year!

# What does the Sections Department do?



# Our Team

- ▶ Tracy Nuckols - Manager
- ▶ Bre Binder - Meeting & Event Planner
- ▶ Adam Burton, Websites & Tech
- ▶ ??????? - Admin & CLE Programming

# Our Goal

**Help you with initiatives & projects**

**Improve communications.**

**Help you have a successful year!**



# We are the liaison to.....

- ▶ Texas Bar Journal
- ▶ TexasBar.com
- ▶ IT Department
- ▶ Texas Access to Justice
- ▶ Texas Lawyers Care
- ▶ Printing
- ▶ Graphics
- ▶ Archives
- ▶ TexasBarCLE
- ▶ Membership
- ▶ Accounting
- ▶ Legal Counsel
- ▶ MCLE
- ▶ TYLA & LSD

**All the resources of the State Bar!**

# Sections Dept - Our Audience

- ▶ Chairs
- ▶ Treasurers
- ▶ Councils
- ▶ Section Members

*We help those who help themselves!*

# Sections Department

**WAYS  
WE  
CAN  
HELP!**



# YOUR MEMBERSHIP

- ▶ Your most important asset!
- ▶ You have a new membership list
- ▶ Don't distribute your member list
- ▶ Confidential Information
- ▶ *Understand the dues cycle!*

# Dues Cycle

- ▶ Bar Year is June 1- May 31
- ▶ Dues cycle begins May 1
- ▶ Dues late on June 1
- ▶ Assessed a penalty on August 1
- ▶ Suspended August 31

*Members who join March 15 - May 31  
are members for the next year!*

# Sample Membership Numbers

Medium sized section (500 - 1999)

- ▶ 1550 total members
  - ▶ 425 non-renewing
  - ▶ 1175 renewing members
  - ▶ 375 new members
- 800 memberships changed!

# Research and Analysis

- ▶ Demographic Reports
- ▶ Comparison Reports
- ▶ Surveys

*Know your audience!*

# Liason to General Counsel

- ▶ Contracts
- ▶ By-Law Amendments
- ▶ Council Structure
- ▶ Board Policy
- ▶ Legal Questions
- ▶ Amicus



# Council Meetings & Retreats

- ▶ Competitive Bids
- ▶ Meeting Space
- ▶ Food, Drink, and Audio Visual
- ▶ Administrative Support and Meeting Notice
- ▶ Dinners
- ▶ Book your meetings one year in advance
- ▶ We are the POC with the hotel!

***Invite us to attend!***



# CLE Programming

- Negotiate & Book Your Venue
- Watch Your Costs - Tax Exempt
- Course Materials
- MCLE Credit
- Marketing and Brochure Dissemination
- Registration
- Book your CLEs one year in advance

# Graphics Department

- ▶ Logos and Website Banners
- ▶ Brochure design
- ▶ Bar Journal Ads
- ▶ \$45 per hour

*You get one free ¼ page ad per year*



# Printing

- ▶ News Journals
- ▶ Newsletters
- ▶ Brochures
- ▶ Course Materials

*Get your mailing list from us!*

# TexasBarCLE

- ▶ Webcasts
- ▶ Membership Drives and Advertising
- ▶ Eblasts
- ▶ Webcasts
- ▶ Cost-Sharing Partnerships

*Don't miss a chance to advertise your section!*

# Accounting

- ▶ We pay your bills with Bar funds - **you pay once a month**
- ▶ Watch your line-item expenditures
- ▶ Create next year's budget
- ▶ Continuity
- ▶ Free Bookkeeping and Monthly Reports

*Ask your friends for a recommendation!*



# Accounting

We do NOT tell you how  
to spend your money!

# Pro Bono Initiatives

- ▶ Grants
- ▶ Internships
- ▶ Scholarships
- ▶ Direct Donations

# Eblasts & Newsletters

**Coming soon.....**



# Websites

Four approaches:

- ▶ Build
- ▶ Maintain
- ▶ Interface with webmaster
- ▶ You are on your own.....

*We are the clearing house for updates!*

# Websites

*Websites are like the laundry.....*

- ▶ Website Chair - Geek or Historian?
- ▶ Add new - remove old!
- ▶ Caution with Password-protected areas
- ▶ Everybody is responsible for updates



# Young Lawyers

- ▶ Law Students - 3<sup>rd</sup> year
- ▶ New Lawyers - 2 years or less
- ▶ Costs?
- ▶ Council Participation
- ▶ Free Memberships

# Deadlines: The Rule of "3s"

- ▶ 3 Months for Bar Journal
- ▶ 3 Months for Meeting Rooms
- ▶ 3 Weeks for Graphics
- ▶ 3 Weeks for Bylaw Amendments
- ▶ 3 weeks for MCLE Credit
- ▶ 3 days for Eblasts & Short Assignments

*Exception - 1 year for retreats and CLEs*

# What you should already have done!

- 1) Provided us with a council roster
- 2) Notified us of any bylaws/dues changes from AM
- 3) Meetings set for the entire year
- 4) Meeting dates provided to us, council & board advisors
- 5) Website updated with new council members
- 6) Turned in your budget
- 7) Assigned Committee Chairs

# *What you should do NOW!*

- 1) Request Committee Goal Statements with Deadlines for implementation
- 2) Create Master Calendar
- 3) Update your Website
- 4) Send Non-Renewal Eblasts
- 5) Send Welcome Eblast (with password info)

Council of Chairs

***HAVE A GREAT  
YEAR!***