

## Dos and Don'ts for Success as an NJSBA Section/Committee Leader

**DO be inclusive.** Remember the value of the invitation and extend that invitation to everyone in your section or committee. Make new people feel welcome. Beyond that, look around your section and see what voices are missing, and think about how you might hear or add them.

**DO plan ahead.** Our monthly scheduled email calendar, which includes meeting notices and member communications, amounts to at least 200 messages a month. Help us be able to make sure messages go out in a timely manner that does not overwhelm our members.

**DO remind your members to keep their membership up to date.** Meeting notices and CommunityNet posts will not make it into your members' inboxes if their membership - in either the section or the Association -- has lapsed!

**DO use CommunityNet!** It is the quickest and easiest way to contact all of your members.

**DO remind your members that registration is required.** This is particularly important for virtual meetings: if your members don't register for the meeting, they will not get the link to attend.

**DO look for opportunities to put on special events.** Whether it's a barbecue or a charitable endeavor, build camaraderie among your membership.

**DO seek out opportunities for your members to participate.** Whether it's putting on a CLE meeting, writing an article, helping revise a book or planning a special project, look for ways to get more section and committee members involved.

**DON'T sign any contracts on behalf of an NJSBA Section or Committee.** Only the Executive Director can sign agreements on behalf of the NJSBA.

**DO advocate** for your membership - whether that's about legislation, changes to court rules, amicus action or anything else. **But DON'T forget that proposed action or advocacy by a section or committee requires Board of Trustee approval.**

**DON'T schedule CLE Meetings** in the 30 days before or after the Annual Meeting and the Mid-Year Meeting.

**When scheduling a section CLE program, DO make sure** that the Institute for Continuing Legal Education ICLE does not have a seminar with similar content around the same time. Remember, section CLE should be 90 minutes or less.

**DO think about the future.** Look for up and coming leaders within your section or committee who might be good candidates for your leadership team in the years after your term is finished.

**DO reach out to NJSBA staff at any time for assistance and support.** Your section/committee services manager is a great place to start, but any of us are happy to help.