

## 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 group. 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 use CommunityNet!** It is the most efficient and most inclusive way to communicate with ALL of your members. For special notices, you can also ask your staff liaison to have an email sent on your behalf.

**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 remind your members that registration is required.** Anyone who does not register will not get important updates or, in the case of virtual programs, 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 by making special plans through our meetings department.

**DO seek opportunities for your members to participate.** You can put on a CLE meeting, create a newsletter, solicit articles, revise a book or plan a special project; always look for ways to get more section and committee members involved.

**DON'T speak or sign anything on behalf of the NJSBA or your section or committee.** Only the NJSBA president or their designee can speak on behalf of the NJSBA. Only the Executive Director can sign agreements or contracts.

**DO advocate to the Board of Trustees** 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.**

**DO work with the New Jersey Institute for Continuing Legal Education (NJICLE)** to put on educational seminars that are open to attorneys across the tri-state area.

**DO plan occasional section CLE meetings of 90 minutes or less as a service to your membership.** Make sure that the New Jersey Institute for Continuing Legal Education (NJICLE) does not have a seminar with similar content around the same time, and **DON'T schedule CLE Meetings** in the 30 days before or after the Annual Meeting.

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