

Texas Bar Leaders Conference
July 26, 2013
Houston Westin Galleria



Bar President's Planning Checklist

- I am familiar with my association's bylaws, policies and programs
- I am familiar with my association's member services
- I am familiar with existing board and executive committee policies
- I have read my association's strategic and annual plans, if available
- I have spoken with past and upcoming leaders about what needs to happen this year
- I have thoroughly reviewed and understand the budget and reporting procedures my association uses
- I have spoken with the executive director about our mutual expectations
- I have recently reviewed my association's volunteer and staff organization chart and understand the flow of authority and operation
- I have a clear understanding of my duties for the upcoming year
- I have developed an operational plan in conjunction with the leadership team
- I have committed to orienting our board in best practices in governance
- I am familiar with the resources available to me to do the job and advance the bars toward its goals
- I have spoken with my family, colleagues and staff about serving and the time commitment that will be required.