



**President's Checklist  
&  
Board of Directors Handbook**

*Presented by*  
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## Clearwater Bar Association President's Check List



### March & April 2008

- Appoint Treasurer
- Board Meetings– same schedule as last year?
- Transition Dinner date? location?
- Appoint / reappoint Committee chairs.
  - Bench/Bar–
  - Budget & Finance–will be the treasurer
  - CLE–Vice Chair becomes chair; appoint vice chair
  - Clerk of Court Liaison–
  - Community Outreach–includes law-related education
  - Golf Classic– Might want to have additional two co-chairs; one co-chair would handle sponsors; one would handle–recruiting golfers; and one could work on door prizes and goody bags. Let's look at past registration lists for other potential co-chairs.
  - Law Week Chair–chair will recruit law week project chairs.
  - Oyster Roast–according to their rotation, next year it would be [REDACTED] Discuss w/ [REDACTED] for final decision. Committee usually determines this.
  - Pro Bono–Co-chairs are [REDACTED] and [REDACTED]. They might be willing to continue but should be asked. [REDACTED] has been coming to the meetings and could replace [REDACTED] perhaps.
  - Professionalism/Diversity is the board.
  - Program–gets speakers for membership luncheons.
  - Res Ipsa Editor– [REDACTED] would probably continue another year. Need an asst editor.
  - Stetson Liaison– [REDACTED] would probably continue.
- Practice Committees–some of the groups chose their own w/ approval of the president. Some aren't as organized.
  - Civil Practice– [REDACTED] would probably continue.
  - Criminal Law–inactive and no chair last year.
  - Elder Law– [REDACTED] interested in replacing [REDACTED]
  - Family– Don't know if [REDACTED] wants to continue. Suggest [REDACTED] or [REDACTED]
  - Govt/Adm–This committee exists to put on the Law for Public Officials Seminar. [REDACTED] has done it for several years and will do it ONE more time. He is looking for someone in his office to help who could eventually become chair.
  - Probate & Real Property– [REDACTED] has agreed to do this another year.
  - Young Lawyers–elect their own. President will be [REDACTED].
  - Law Office Professionals– [REDACTED] has agreed.
- Set calendar of main events**
  - Membership Luncheons - 6 -usually the 2<sup>nd</sup> Thursday of the month, themes?
    - Aug - ??
    - Sept (FLA Bar mtg is in Tampa)
    - Oct or SKIP–Bench Bar is Oct or Nov
    - Nov or SKIP– Bench Bar & Golf Outing in November
    - Dec SKIP due to holiday party
    - Jan 12– TFB Miami;– Fla Bar prez speaker
    - Feb 9–Diversity
    - Mar–SKIP due to Oyster Roast
    - Apr
    - May –Law Day
  - Bench/Bar– November 7, @ Stetson
  - Golf Outing – November 14

- Law Day Luncheon—date? Location?
- Supreme Court Swearing In, Need to schedule for 2009-2012

**Joint events w/ St. Pete Bar Association**

- Bench/Bar -
- Technology Seminar— ?
- New lawyer seminar
- Probate Seminar—used to do in the past
- Civil Seminar—used to do in the past
- Other options?
- Raymond James Reception
- Focus on Technology* magazine

**Joint events w/ Hillsborough County Bar Association**

- Bar Leader Workshop in Tampa - they want to bow out
- Possible museum evening
- US Supreme Court Swearing In

- Board Meetings**—do you want to leave on the same—first Wednesday of each month? Think about location. 5/3 Bank is available.

- First president's message** for newsletter will be in June/July issue w/ deadline of June 1. Will write 6 altogether. Deadlines June 1, Focus on Technology July 15 w/ SPBA Prez, Oct. 1, Dec. 1, Feb. 1, April 1, 2008—last one.

**Clearwater Bar Foundation**

- Holiday Party, December 8

**June/July 2008**

- Clearwater Bar Leader Orientation—
- June 18-21—FLA BAR in Boca Raton
- July 25 & 26 Florida Bar Leader Conference at Saddlebrook? ■■■ should go. You can go. I'm going. Other Board members can go too.
- Setup mtg. w/ HCBA leaders— President, president-elect, executive director
- Setup mtg. With St. Pete Bar leaders—President, president-elect, executive director

**August 2008**

- ABA / NABE / NCBP Annual meeting in New York City

**September 2008**

- FLA BAR in Tampa

**January 2009**

- FLA BAR in Miami

**February 2009**

- ABA / NABE / NCBP

**August 2009**

- ABA / NABE / NCBP

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Board of Directors Handbook  
\* Excerpt\***

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