

American Bar Association Law Student Division

2008-2009 Governor Planning Calendar



March 2008

**American Bar Association
Law Student Division**

**Circuit Governor
Planning Calendar
2008 – 2009**

***Note:** This calendar outlines the minimum tasks you will perform each month. As the year progresses tasks will be added to your calendars. In addition, as Governor, your own goals and deadlines should be added to your calendar to help keep you organized.

**Governor's "To-Do" Checklist
After Returning Home from Spring BOG Meeting**

- ❖ Send an email over your circuit list serve introducing yourself as the new Governor to the students and solicit law students to apply for Lt. Governor positions.
- ❖ Conduct Liaison Interviews – **Deadline for Completion: April 15.**
- ❖ Contact every SBA President and ABA Representative in your Circuit and introduce yourself
- ❖ Send a form letter to the Dean of each law school introducing yourself as the new Governor
- ❖ Appoint Lt. Governors.
- ❖ Encourage SBAs to nominate their school's programs for National Awards to be given at the ABA Annual Meeting in New York – **Nominations due April 1.**
- ❖ Follow up of Diversity Day events that happened in your circuit, and report them back to the Division w/ details.
- ❖ Follow up on VITA programs in your circuit and report on details to Division
- ❖ Reach out to newly elected SBA Presidents and ABA Representatives as soon as they are elected.
 - Make sure the Chair and the Division staff are aware of every election, who won the elections, and the contact information for every person who won an election
 - Introduce them to the ABA Law Student Division.
 - Explain their role in the Division hierarchy.
 - Encourage their attendance at the ABA Annual Meeting in New York (August 7-12)
 - Stress the importance of their attendance at the LSD Assembly – the SBA Presidents and ABA Representatives are the voting Delegates for their law school in the LSD Assembly.
- ❖ Schedule a conference call with your Lt. Governors for late spring → use this time to identify your Circuit goals and initiatives and to plan your strategies for accomplishing those objectives.
 - Discuss Division initiatives and make sure your Lt. Governors understand your goals and their role in achieving them.
 - Create a membership plan for schools and ABA Representatives:
 - Make sure every school in your circuit has a membership drive during orientation, if that is impossible – then definitely the first week of school.
 - Create competitions and incentives.
 - Make sure the ABA Reps understand their role, and know how to “market” the ABA Law Student Division.
 - Begin formulating your ideas for Work-A-Day initiatives.
- ❖ Schedule a second conference call in late summer with your Lt. Governors, SBA Presidents and ABA Representatives to discuss strategies for developing your team working relationship and address ideas for addressing the needs of students in your circuit.

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Law Student Division**

**Circuit Governor Calendar
2008 – 2009**

MARCH:

- ❖ Send an email over your circuit list serve introducing yourself as the new Governor to the students and solicit law students to apply for Lt. Governor positions.
- ❖ Conduct Liaison Interviews – **Deadline for completion: April 15.**
- ❖ Contact every SBA President and ABA Representative in your Circuit and introduce yourself.
- ❖ Send a form letter to the Dean of each law school introducing yourself as the new Governor.
- ❖ Encourage SBAs to nominate their school's programs for National Awards to be given at the ABA Annual Meeting in New York – **Nominations due April 1.**
 - Send out emails about applying for the Division's Annual Awards – **Postmark Deadline April 1.**
 - Make an effort to talk to each SBA President and ABA Representative about this ... they don't always realize that the events they held qualify for these awards. Direct them to www.abanet.org/lzd/awards/.
- ❖ Follow up of Diversity Day events that happened in your circuit, and report them back to the Division w/ details.
- ❖ Follow up on VITA programs in your circuit and report on details to Division.
- ❖ Reach out to newly elected SBA Presidents and ABA Representatives as soon as they are elected.
 - Make sure the Chair and the Division staff are aware of every election, who won the elections, and the contact information for every person who won an election.
 - Introduce them to the ABA Law Student Division.
 - Explain their role in the Division hierarchy.
 - Encourage their attendance at the ABA Annual Meeting in New York – August 7-9, 2008.
 - Stress the importance of their attendance at the Law Student Division Assembly – the SBA Presidents and ABA Representatives are the voting Delegates for their law school in the Law Student Division Assembly.
- ❖ Create your plan & your goals for your Circuit:
 - Begin laying out your major objectives & formulating a plan to achieve them.
 - Assign specific tasks to your Lt. Governors to assist you in accomplishing your goals.
 - Encourage the ABA Reps in your Circuit to hold another membership drive before the end of the year – highlighting the Kaplan-PMBR discount with ABA.
- ❖ Update your circuit webpage.

APRIL:

- ❖ Continue collecting SBA / ABA Rep Election Results & report them to the Division Chair and Division Staff.
- ❖ Continue collecting information on Diversity Day events in your circuit – report the results to the Diversity Committee Chair, cc the Chair and the Division Staff (Patty & Carol).
- ❖ Finalize plans for a Circuit Leadership Conference Call in May to discuss the goals and objective of the Circuit for the upcoming year:
 - Select and confirm your Lt. Governors.
 - Establish a date and time for the first conference call of your Circuit Leaders to take place.
 - Announce the date and time of the meeting to your Lt. Governors. Ask them to RSVP their availability. If possible, provide three dates and times and then select the one option that is convenient for the most Lt. Governors to participate.
 - Send a request to the Division Director requesting authorization to schedule a conference call of your circuit leadership. Your request should include the purpose of the call, estimated length of call, number of connections (lines) required, and a draft agenda of the items to be discussed during the call.
 - Begin preparing an agenda to include assignment and delegation of duties to your Lt. Governors and creation of a system for reporting and holding them accountable... Make sure to *give them Deadlines* to for accomplishing their tasks.
- ❖ Make an effort to create a relationship with the new SBA Presidents and ABA Reps:
 - The Goal is to make them understand that you are partners. Communicate with your SBA Presidents in your Circuit ... begin working together to plan their year incorporating ABA events into their calendar *and* their budget!
 - **Example:** *Make sure funds are allocated for the following:*
 - SBA President & ABA Representative to attend Annual Meeting (****** MOST Important! *******).
 - SBA President & ABA Representative to attend Fall Roundtable.
 - SBA President and ABA Representative to attend Spring Circuit Meeting.
 - **Example:** Make sure the SBA Calendar at each school *includes the following events* at some point in time (could be TBA):
 - Competitions – the dates for the ABA Law Student Division Competition application deadline should be advertised throughout the year.
 - ABA Law Student Division Membership Drive at 1L Orientation *and* a membership drive during the first week of school. (July/August/September).
 - ABA Annual Meeting in New York, NY (August 7-12) – ABA Law Student Division events will take place August 7-9. All SBA President & ABA Representatives, *at a minimum*, should attend.
 - Regional Fall Roundtable (September/October).
 - Work-A-Day Event (October).
 - Spring Circuit Meeting (December/January).
 - Diversity Day Event on March 2 (January/February).
 - Spring Circuit Meeting (December/January).

- ❖ Send out emails over the circuit list serve above the following activities and events:
 - **April** – Begin organizing your circuit planning conference call – for you and your Lt. Governors. This planning conference call should include a discussion of your Circuit Goals and your plan to achieve them.
 - **April/May** – Send out a Circuit Email over the listserv advertising the opportunity to apply for a leadership position in the Law Student Division (Delegate (3) and Vice-Chair-SBA ~ both elected at the Annual Meeting). **Deadline for Applications – June 1**
 - If you know good people... reach out to them, and talk to them specifically about these opportunities.
 - **April/May and June/July** – Send out a circuit email over the listserv advertising the **Annual meeting** in New York and the events that will occur (include info on the Marriott Marquis and Career Fair).

MAY:

- ❖ Update your circuit webpage.
- ❖ Make sure you have the name, address, phone number and email from *every* Student Bar Association President and *every* ABA Representative at *every* school... and that you have reported the information to the Division Chair and the Division Staff (Patty and Carol).
 - Refer these school leaders to the ABA Law Student Division reporting forms and encourage them to complete the forms:
 - For SBA Presidents: <http://www.abanet.org/lsd/sba/reporting.html>.
 - For ABA Representatives: <http://www.abanet.org/lsd/schoolreps/reporting.html>.
 - Confirm that newly elected SBA Presidents and ABA Representatives have received their welcome from the Division (Welcome email & handbook).
- ❖ Finalize preparation for your Lt. Governor's Planning Conference Call – Held by **mid-May**.
 - Finalize your Lt. Governors' responsibilities and duties. By this time you should have a good idea of what tasks you will be assigning to each Lt. Governor and the final deadlines for them to meet.
 - Send a follow up report summarizing the discussions during the Lt. Governor's Planning Meeting. A copy should be provided to the Division Chair, the Division Staff and Chair-Elect.
 - The report should detail the meeting objective, goals discussed, duties assigned, plan of action, deadlines provided, etc.
- ❖ Send a reminder email to the Circuit → **Deadline** for applications to run for Division Delegate or Vice-Chair/SBAs is **JUNE 1**.
- ❖ **IF you are the Chair of the Public Interest Committee:**
 - Request a conference call for June with the Public Interest Committee and the Chair-Elect to discuss and make Work-A-Day plans.

Deadline: Annual Meeting Early Bird Registration – May 30, 2008 – Encourage Your Circuit Members and Leaders to Register Early (\$50 registration fee through May 30/\$75 registration fee after May 30).

Visit: <http://www.abanet.org/annual/2008/> for registration and housing forms.

JUNE:

- ❖ By Mid June you should have held your Circuit Planning meeting with your Lt. Governors and you should have forwarded a detailed report on the event to the Division Chair, cc'ing the Division Staff and the Chair-Elect.
- ❖ **Begin planning your Fall Roundtable!!!**
 - You will be paired with other Governors ... Have a conference call with them in early June to determine the following:
 - 1 – Which Circuit will host the meeting.
 - 2 – What school will host the meeting.
 - 3 – The Date for the meeting (A weekend in late September or early October).
 - 4 – Begin discussing a theme for the meeting & speaker panels.
 - Explore which Liaisons are in your circuits ... they can help you get great speakers for your meetings:
 - **Deadline: July 1 (no exceptions):** You must have a report outlining the above basic details to the Secretary-Treasurer-Elect (cc'ing the Division Chair, Chair-Elect, Secretary-Treasurer and Division Staff).
- ❖ Get in contact with each SBA President to discuss their plans for their term:
 - Make sure to get a copy of each President's SBA Calendar.
 - Make sure to get your events on everyone's schedule.
 - NOW is the time to make sure each SBA President understands their relationship with the ABA:
 - It is very likely you will have to educate them on their duties and responsibilities to the Division.
 - You have to stress their *duty* as an elected representative of their school – to represent the interests of the students at their school on a national level *and* to make sure *every student* at their school *has every opportunity* available to them.
 - ◆ SBA Presidents sometimes function as Gatekeepers – It's your job as Circuit Governor to make sure the Presidents understand that by not informing their students of opportunities available to them (even if the Presidents themselves are not interested) that they would be denying the students at their school the opportunity to make the choice about what to get involved in to enhance their legal education.
- ❖ Reach out to the ABA Representatives – make sure they understand their role at the school:
 - Go over a plan for Membership Drives through out the year.
 - Give them ideas for Special Drives (Halloween, St. Patty's Day, etc).
 - Make sure they are taking the necessary steps to hold a membership drive during 1L orientation (*the most important drive of the year*).
 - ◆ Set up a table in a public area of their law school in order to meet and speak with students.
 - ◆ Attempt to speak to the 1L class during their orientation.
 - ◆ Make sure the Reps are aware of the online registration option – and that they are prepared to use it during their membership drives.
 - Make sure the Reps are prepared to hold other Division events at their schools:
 - ◆ For example: Work-A-Day / Diversity Day / Etc.

❖ **Division Committee Activity**

- **Public Interest:** Conference call this month to determine Work-A-Day plans.
- **Diversity:** Conference call to discuss the Pipeline Initiative and the plan of action for the Fall.
- **Elections:** Conference call to review the Election Rules and Procedures.
- **Ops & Pubs** – Convene monthly responsibilities to review *Student Lawyer Magazine* article submissions (every month).
- **SBAs** – Conference call to discuss the progress with getting Division events on SBA calendars and issues regarding attendance of SBA Presidents at Annual Meeting in New York; They should also discuss the plan for SBA Presidents Roundtable and the SBA Presidents Conference at Annual.
- **Membership** – Conference call about attendance of ABA Reps at the Annual Meeting (including reaching out to encourage their attendance & troubleshoot funding issues), and Orientation Drives & Membership Goals for the year. The committee should examine and discuss new ways to increase membership and develop manual for the ABA Rep training at the Annual Meeting.
- **Programs** –Conference call to plan the Lt. Governor's Roundtable at the Annual Meeting.

❖ **Begin planning your Summer Activities:**

- You and your Lt Governors should have conference calls to discuss Summer Activities in your circuit.
- Use conference calls and list serves provided by the ABA to interact with the new SBA Presidents and ABA Representatives.
- Use the summer to focus on getting the SBA Presidents and ABA Reps to incorporate ABA Law Student Division activities into their calendars, and to budget for such events such as their travel to Circuit and ABA events (especially Annual Meeting).
- Discuss your Goals for the Circuit and explain the interaction and interrelation between the ABA Law Student Division and the SBA throughout the year.
- The more involved you are with the SBAs ... the more successful your year will be!

❖ Update your circuit webpage

JULY:

Deadline for Annual Meeting Advance Registration and Housing: Tuesday, July 8 (5:00pm CDST)

- ❖ **Fall Roundtable Planning:** Have a conference call with your teammates...
 - Pick your meeting theme & the topics for your speaker panels.
 - It would be a good idea to include your Lt. Governors.
 - You should assign duties and deadlines dates for each person.
 - Begin outlining your budget – create a rough draft and forward it to the Secretary-Treasurer Elect and Director for review & comment.
- ❖ **Division Committees:**
 - Every Committee needs to follow-up with conference calls in June.
 - Finalize the plans for the Annual Meeting events your group was assigned.
- ❖ **Annual Meeting Follow-up and Preparation:**
 - Write your board report for the Board of Governors Meeting at the Annual Meeting – **Due July 12th** (21 days before the Board Meeting)
 - Reports should be submitted to the Division Chair, cc'ing the Division Chair-Elect, Patty Brennan, Carol Simmons, and Katie Dowd.
 - Make sure your Lt Governors are attending the Annual Meeting and Career Fair.
 - Follow up with SBA Presidents and ABA Representatives about their attendance at the Annual Meeting and Career Fair.
 - Send out an email to circuit members reminding them about the Annual Meeting and Career Fair and encouraging law student attendance.
- ❖ Follow up with your Lt Governors on the duties they were assigned, check up on their progress.
- ❖ Create your plan for your Circuit's involvement in Work-A-Day:
 - You can create a circuit wide event with multiple schools.
 - You can create a model program that schools can voluntarily implement, etc.
- ❖ **Hold a Leadership Conference Call**
 - Encourage all SBA Presidents and ABA Reps to participate.
 - Lay out your goals & plans to achieve it (including deadlines).
 - Report which schools were represented on the call and by whom.
 - Include all information on what was discussed at the meeting.
 - Submit a detailed report to the Division Chair (cc the Division Staff) following the call.
- ❖ Begin preparing for the FY2008-2009 year-end membership drive in August (ends end of business on Friday, August 29, 2008):
 - Confirm contact information and reporting forms have been submitted by all ABA Representatives and SBA Presidents in your Circuit.
 - Confirm that all ABA Representatives have reported the date of their 1L Orientation.
 - Confirm that all ABA Representatives have requested their Rep Boxes (membership materials).
 - **MOST IMPORTANT** – Start signing law students up for the ABA Law Student Division – Don't wait until the end of August when you will find yourself in a numbers crunch.

AUGUST:

- ❖ **Annual Meeting and Career Fair (August 7-12/Law Student Division Activities: August 7-9/Career Fair: August 7):**
 - Attend the Annual Meeting and Career Fair.
 - Send a follow up email to the SBA Presidents and ABA Reps after the Annual Meeting thanking them for their attendance and participation... Summarize the events that took place in the email.
 - Send an email to the Circuit updating them on what happened at Annual Meeting.
- ❖ **August Year-End Membership Drive:**
 - Follow up with the ABA Representatives – make sure every school in your circuit is having a membership drive during orientation.
 - Confirm the ABA Reps have received their Rep boxes.
- ❖ **Finalize Plans for Regional Fall Roundtables:**
 - Forward the Final Agenda & Budget to the Secretary-Treasurer, cc the Division Staff and Division Chair.
 - Establish catering and vendor payment arrangements with the Division Staff.
 - All Governors should have their assignments for planning the joint meeting. Lt. Governors should be assigned their duties to assist before the end of the month.
 - Create flyers for the Fall Roundtable, Start Advertising – send out email over the list serve.
- ❖ Follow-up with SBA Presidents – make sure you have a copy of their SBA Calendar for the year:
 - Add the date of your Fall Roundtable to each SBA's Calendar ... make sure they are aware of it.
 - Also make sure each SBA Calendar has a Work-A-Day event on it.
- ❖ Finalize your plans for Work-A-Days in your circuit.
- ❖ **Progress Review:**
 - Make sure you are sticking to the deadlines you have set and are holding those responsible for duties accountable.
 - Follow Up with your Lt Governors – check on their progress on their duties assigned.
 - It's a good idea to ask for reports from your Lt. Governors to keep track of their progress.
 - Update your circuit webpage.

SEPTEMBER:

- ❖ Have a final conference call with your Fall Roundtable teammates:
 - Finalize on-site duties at the event (who will run Roundtables / who will moderate speaker panels / who will serve as host to speakers as they arrive and depart).
 - Finalize catering and other vendor arrangements through the Division Office.
 - Send out speaker confirmation letters.
 - Finalize budget with any last minute revisions.
- ❖ Advertise for your Fall Roundtable:
 - Provide email with your full agenda including speakers to circuit members.
 - Provide special invitation email to SBA Presidents and ABA Representatives.
- ❖ Correspond with your ABA Reps –
 - Make sure they are having a Membership Drive this month.
 - Make sure they are working on a Work-A-Day event at their schools.
- ❖ Follow up with your Lt Governors – check on their progress on their assignments.
- ❖ Contact the SBA presidents:
 - Discuss upcoming events at their school.
 - Discuss upcoming ABA Law Student Division events & their participation.
 - Make sure your events are on their calendars as you finalize more dates.
- ❖ Update your circuit webpage.

OCTOBER:

- ❖ Fall Roundtable:
 - Make sure you submit a report to the Division Chair after the event – detailed (cc the Secretary-Treasurer and the Division Staff).
 - Send an email to the Circuit about the success of the Fall Roundtable, summarize the event.
 - Submit your reimbursement form within 10 days of the event.
- ❖ Work-A-Day events are held this month! Make sure every school is having one!
 - Send a report to the Public Interest Committee Chair, cc the Division Chair, about which schools held Work-A-Day events. Include a summary of the event held at each school. (This is another great reason to call the SBA President and ABA Rep).
- ❖ Fall Board Meeting (October 31-November 2, 2008):
 - Write and submit your fall board report – due **early October (Date TBA)**.
 - If you are a Committee Chair – you need to write and submit a report for your committee as well.
 - Attend the Fall Board of Governors meeting – (October 31-November 2).
 - Submit your reimbursement form within 10 days of the event.
- ❖ Contact your ABA Reps – make sure they are:
 - Holding a membership drive this month.
 - Give them fun ideas – themes / competitions etc.
- ❖ Maintain contact with your SBA Presidents.

NOVEMBER:

- ❖ Send a report to your circuit detailing what happened at the Fall Board of Governors meeting.
- ❖ Follow up with your Lt. Governors:
 - Evaluate ... Are the Goals you set in the beginning of the year being met?
 - If not ... what do you need to do to get them accomplished?
 - You may need to set new deadlines or put new plans into place to accomplish your goals.
 - Begin making plans for your spring semester – what would you like to accomplish?
 - Delegate duties, create deadlines.
 - Send an email to the Division Chair outlining your plan of action for the spring, cc the staff.
- ❖ Contact the ABA Reps regarding:
 - Membership drives.
 - VITA programs.
 - Law Student Mental Health programs.
 - Pipeline Initiatives.
 - Make sure they have begun to put a plan in place for a Diversity Day event at their school in the Spring.
- ❖ Contact SBA Presidents:
 - discuss generally the same things as above (except membership drives).
 - Get a feel for their progress in the fall – what events did they have, etc.
 - Make a plan for the spring.
 - Again... make sure your events are on their Calendars!
- ❖ **Begin Planning your Spring Circuit Meetings** (remember – you're on your own for this one!):
 - Select a date & location by mid-November.
 - Begin assigning duties to your Lt Governors to help you plan this event.
 - Be sure to ask your host school about event taking place on the date of your meeting. You don't want to have your meeting on the same day as a moot-court competition, barrister ball or other important law school/university function.
- ❖ After determining the date and location of your meeting... and once you have received approval from the Division Officers confirming your date and location request ...
 - Send an email to your Circuit – advising the members to **Save the Date**.
 - Make sure you explain the importance of the Spring meeting to the SBA Presidents and ABA Reps (election of new Governor).
- ❖ Update your circuit webpage.

DECEMBER:

- ❖ Follow up with your Lt. Governors on plans for the Spring.
 - Have a conference call with your Lt Governors about Spring Meeting Planning:
 - Review deadlines.
 - Send a Preliminary Agenda and Budget for your Spring Meeting to the Secretary-Treasurer, cc the Division Chair and the Division Staff:
 - See your Training manual for details on what should be included.
 - Make sure you are reaching out for speakers by this point (see the sample letters).
 - Don't forget to use the Liaisons in your circuit to help! They're a great resource for speakers.
- ❖ Division's Diversity Committee should have a conference call about plans for Diversity Day in the spring, and the Diversity Web Page / Tool Kit.
- ❖ Make your plans for Diversity Day in your Circuit.
- ❖ Advertise the application process for:
 - Representative to the ABA Board of Governors (deadline: January 15).
 - Officer Positions (deadline: February 1).
 - Circuit Governor Positions (deadline: February 1).
 - Student Lawyer Magazine Student Editor (deadline: February 1).
 - Liaison Positions and National Student Directors (deadline: February 15).

Good Luck on Your Finals!!!!

JANUARY:

- ❖ Resume Communication with –
 - Lt Governors:
 - Spring Meeting Planning.
 - Goals.
 - Deadlines.
 - ABA Reps:
 - Review the plan for Membership Drives – get a schedule from them.
 - See if they need refills on their supplies.
 - Check in on progress for planning a Diversity Day event.
 - Advise them about your upcoming Spring meetings.
 - SBA Presidents:
 - Find out what each school has planned for Diversity Day.
- ❖ You can also plan a Circuit Diversity Event – just like Work-A-Day:
 - Encourage the schools in your circuit to use the Division's Web Page as a resource for creating their Diversity Day events.
- ❖ **Spring Meetings:**
 - Send your final agenda and budget to the Secretary-Treasurer, cc the Division Chair and Division Staff (**Deadline** TBA).
 - Finalize Catering and Vendor payment arrangements with the Division staff (contact Katie).
 - Set up Online Registration (contact Carol).
 - Order your Awards from the Division Staff (contact Katie).
 - Collect information on hotels and travel (cabs/ trains etc) – for your circuit website, and forward to Division Staff (Carol).
 - Make sure to advertise your Spring Meeting to the Circuit!!!!
 - Make sure ALL of your SBA presidents and ABA Reps will be attending your spring meeting – you'll probably have to make phone calls.
 - Disseminate the information on Proxies, and the procedures associated therewith.
- ❖ Advertise the Leadership Positions Available (Circuit Governor / Chair / Vice-Chair / Secretary-Treasurer / LSD Representative to the ABA BOG) - **Deadline for Applications Feb 1:**
 - Send emails over your circuit listserve.
- ❖ Advertise the Nomination/Application process for:
 - Representative to the ABA Board of Governors (deadline: January 15).
 - Officer Positions (deadline: February 1).
 - Circuit Governor Positions (deadline: February 1).
 - Student Lawyer Magazine Student Editor (deadline: February 1).
 - Liaison Positions and National Student Directors (deadline: February 15).
- ❖ Update your circuit webpage.

FEBRUARY:

- ❖ **Your Circuit meeting will most likely take place in February:**
 - Continue to advertise the meeting until it takes place.
 - Make sure your Lt Governors have assigned duties at the meeting.
 - Make sure you have responsibilities delegated for – Roundtable discussions / Speaker Panel moderators / registration table, etc.
- ❖ Follow up with the Circuit Leaders on the Plans for Diversity Day.
- ❖ Follow Up with SBA Presidents and ABA Reps on Diversity Day events.
 - Make sure each school is having an event in the spring.
- ❖ Follow up with Circuit leaders about the VITA program.
- ❖ **Elections Committee should have a conference call:**
- ❖ Post-Spring Meeting Reporting - Submit a Detailed report of the event to the Division Chair, cc the Secretary-Treasurer and the Division staff.
- ❖ Advertise the Application process for the Liaison Positions – **Application Deadline February 15:**
- ❖ Write your board report for the Spring Board of Governors Meeting (Deadline TBA).
- ❖ Begin collecting information on when the new SBA Presidents and ABA Representatives will be elected – forward any information you receive on this to the Division officers and staff.
- ❖ Follow-up with your Lt. Governors on their progress – make sure they're meeting their deadlines.

MARCH:

- ❖ Hold your Spring Meeting:
 - Send in a detailed report of your Spring Meeting to the Division Chair, cc the Secretary-Treasurer and the Division staff.
- ❖ Make sure you have turned in your Board Report for the Spring Board of Governors meeting.
- ❖ Meet with the New Governor to begin transferring information & prepare them for their year.
- ❖ Continue collecting SBA President and ABA Rep Election Information.
- ❖ Collect information on Diversity Day events - Report the information to the Chair of the Diversity Committee and cc the Division Chair.
- ❖ Attend the Spring Board of Governors Meeting.

Congratulations !!!!! You're Done!