

SECTION COUNCIL & COMMITTEE OFFICER TRAINING

MAY 24, 2022

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Welcome Remarks

President-Elect Rory T. Weiler

- ISBA Governance
 - Officers
 - Board of Governors
 - Assembly
 - Sections and Committees
- Highlights and Expectations for the 2022-2023 Bar Year

SECTION COUNCILS AND COMMITTEES

ERNEST BARRENS


ASSISTANT EXECUTIVE DIRECTOR, MEMBER SERVICES

Sections and Committees

Sections and Section Councils

- Areas of interest and specialization
- Substantive areas of Law
- Content, Information and Community

Standing and Special Committees

- Created by the Board or the Assembly
 - Ongoing purpose related to the work of ISBA
 - Content for the general membership
- 

Engaging Members

- ISBA Central
- Quarterly newsletters
- CLE presentations

Date	Event	Location	MCLE	PMCLE
June 1	LIVE WEB - Prisoner Litigation: A Comprehensive Primer	Online	2.00	
June 2	Introduction to Legal Research on Fastcase 7 (Complimentary Training and CLE Credit for ISBA Members Only)	Online	0.75	0.75
June 2	LIVE WEB - SALT's Through the Legal Looking Glass Series - Pathways to Practice Success from the Best and the Brightest: Session 3	Online	1.50	1.50
June 9	Docket Sheet: A Fastcase Primer on Docket Research (Complimentary Training and CLE Credit for ISBA Members Only)	Online	0.75	0.75
June 10	LIVE - 60 Tips in 60 Minutes	Lake Geneva	1.00	1.00
June 10	LIVE - Law Firm Transitions: Opportunities and Challenges	Lake Geneva	2.50	2.50
June 14	LIVE WEB - Check It Out: Techniques to Organize Your Work Environment	Online	1.00	1.00
June 14	LIVE WEB - Kids in Adult Court: The Nuts and Bolts of Juvenile Transfer Hearings	Online	2.00	
June 15	LIVE WEB - Understanding Retainer Fees & Agreements and the Rules of Evidence in a Criminal Law Case	Online	2.00	1.00
June 16	LIVE - Symposium on Child Marriage	Chicago	7.25	

Leadership Roles and Expectations

Chair

- Set member expectations
- Prepare thoroughly
- Facilitate impartially
- Manage meetings effectively
- Hold members accountable

Secretary

- Record attendance and minutes of the meetings
- Submit minutes to staff liaison within two weeks of meetings
- Designate a substitute if unable to attend a meeting

Vice Chair

- Assist the Chair where necessary
- Lead Council meetings in the absence of the Chair

Other Roles

- Ex-Officio Members
- CLE Coordinator
- Newsletter Editor
- ISBA Central Coordinator
- IBF Liaison
- Board Liaison
- Subcommittees

Critical Success Factors


Participation

- Section Council and Committee Members – discuss, deliberate, decide
- Staff Liaison and other Staff Members – advise and implement

Effective Meeting Management

- Regular Business Meetings to be held via Zoom
- Two in-person Meetings – at the Annual and Midyear Meetings
- Adhere to a modified form of parliamentary procedure
- Maintain records of decisions

Engaging with Resources

- ISBA Central
 - Website resources and FAQ
 - Staff liaison
- 

CONTINUING LEGAL EDUCATION

JEANNE B. HEATON, J.D.

DIRECTOR OF CLE



WELCOME TO ISBA CHAIR TRAINING

CLE Adventure Tour

May 24, 2022

Goal: To help you pack your bags
and prepare to have a great year with CLE

Learning Outcomes for Today

1. Know Your Destination – CLE hours to produce
2. Know Your Audience – It's online
3. Know Your On-Demand Catalog Programs
4. Know Your Resources

Know Your Destination

Appoint a CLE Coordinator
By July 12

Send Coordinator to Zoom Training on July 21

You are welcome to attend too!



Know Your
CLE Destination hours to Produce

2 ... 5 ... 10 20

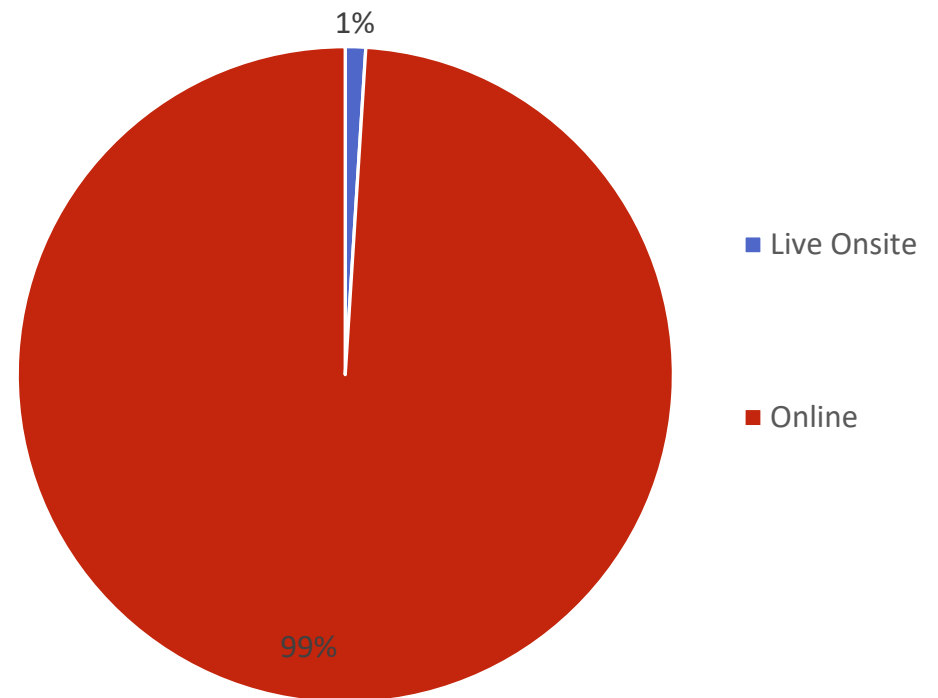


Know Your
CLE Destination hours to Produce
Include 1 – 3 hours
Practice Ready Basics content

2 ... 5 ... 10 20

Know Your Audience

Over 99% of ISBA CLE hours are viewed electronically



Know Your Audience

Over 85% of ISBA members surveyed will prefer webcasts and on-demand CLE after the pandemic ...
Think Virtual CLE!

Have you taken an ISBA On-Demand CLE program?

- a) Yes
- b) No

Choose Your Program Format Carefully

Web Programs Via Zoom



Choose Your Program Format Carefully

Webcasts from ISBA Studio

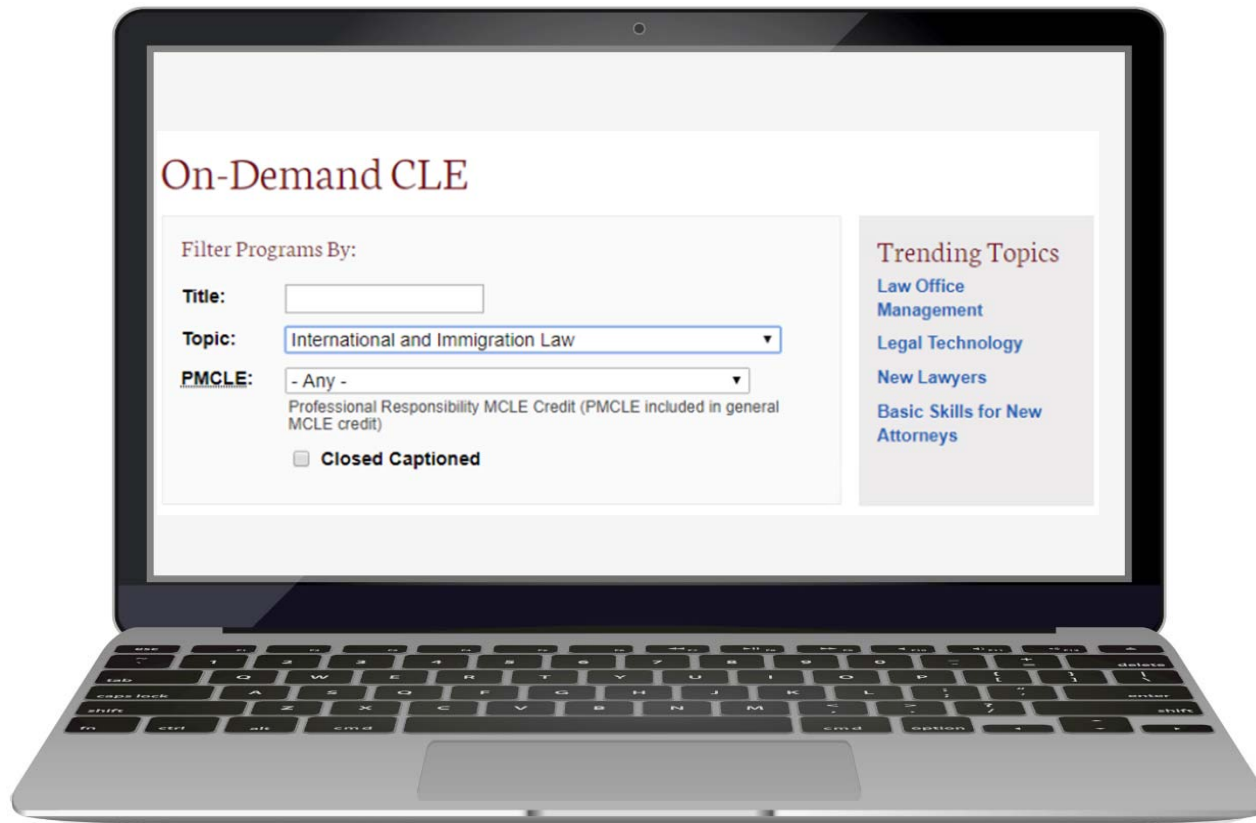


Choose Your Program Format Carefully

Live Onsite Programs

(depending on pandemic status and new parameters)

www.isba.org/cle/ondemand



Know Your
Programs:
Review Your
Programs in the
Online CLE
Catalog

Ways to Identify Current Online CLE Content for an ISBA Section or Committee

OPTION 1:

1. Go to www.isba.org/cle/coordinators and select the link to “current Online CLE programs”:

CLE Program Planning Requirements and Resources

Coordinator Planning Information

- Check your **section's or committee's current Online CLE programs** to identify and plan for missing topics in your next program.
- **CLE Coordinator Playbook** 
- **Checklist for CLE Coordinators** 
- **Example Agendas** 




2. Select your group from the list of section and committees at www.isba.org/cle/coordinators/programs and view current available content sponsored by that section or committee.

OPTION 2:

1. Use the search filters on the ISBA CLE On-Demand CLE page to search for all content related to your section or committee, not just programs sponsored by them. Search the basics and practice ready (coming soon) categories for back to basics programming. www.isba.org/cle/ondemand

On-Demand CLE


Filter Programs By: 

Title:

Topic:

PMCLE:

Professional Responsibility MCLE Credit (PMCLE included in general MCLE credit)



Course ▲	General MCLE credit hours	Total Professional Responsibility credit hours
4th Annual Elder Law Bootcamp: Basics and Beyond – Part 1	5.25	
4th Annual Elder Law Bootcamp: Basics and Beyond – Part 2	4.00	⊕ 1.25

Know Your Resources

Find and Use ISBA's CLE Coordinator resources to help you plan your upcoming programs:

CLE Coordinator Webpage

www.isba.org/cle/coordinators

Know Your Proposal Deadlines

Webcast/Webinar Programs

<u>Submission Deadline</u>	<u>Presentation Date</u>
July 15 th	October or November
September 15 th	December or January
November 15 th	February or March
January 15 th	April or May
March 15 th	June
May 15 th	September

Live Onsite Programs

<u>Submission Deadline</u>	<u>Presentation Date</u>
July 15 th	December or January
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Faculty Resources

www.isba.org/cle/faculty

DEVELOP NEW ISBA FACULTY

Appoint New Attorneys
to work with Experienced Speakers

Seek Diverse Speakers

Quick Takes Short Videos

Know Your Resources

CLE Committee

Annemarie Kill: Chair

Lisa Nyuli: Vice Chair

Carol Casey: Secretary

CLE Liaisons

Resources - CLE Staff

Tara Sanders: Program Coordinator

Drew Pertl: Video Manager

Kyla Helm: Registration Coordinator

Skylar Peck: Admin Assistant

Staci Howard Curtis: Copywriter/Editor

Ciara Helm: On-Demand Catalog

Your CLE Adventure Tour

Know Your CLE Target – (2, 5, 10 or 20 hours)

Know Your Audience – It's Online

Know Your On-Demand Catalog CLE

Appoint a CLE Coordinator

Appoint a CLE Coordinator
By July 12

Send Coordinator to Training on July 21 via zoom

You are welcome to attend too!

Email name to Skylar at Speck@isba.org

THANK YOU!

Together, let's have great
ISBA Law Ed adventures this year!

ISBA Publications

TIMOTHY A. SLATING, J.D.

ASSISTANT EXECUTIVE DIRECTOR,
COMMUNICATIONS

What role do section council & committee chairs play?

1. Section & Committee Newsletters (required)
2. Updating “Consumer Legal Guides” (required)
3. Books (optional)
4. “Brand Ambassador” on social media (requested)

Section & Committee Newsletters

Each section and many committees are required to produce at least four newsletters per year

- Published quarterly (every three months)
- Many sections and committees publish more

Many members view the newsletter as a primary benefit of joining a section

- They expect four issues per year

Newsletters include advertising and are a source of non-dues revenue

Section & Committee Newsletters

Process:

- Articles are submitted to your newsletter editor
- Newsletter editor compiles and edits articles for a given issue and emails them, along with author release forms, to ISBA Publications Manager (Sara Anderson)
- Publications Manager:
 - Thoroughly edits all articles to ensure conformity with ISBA style guidelines
 - Publishes issue and its articles on ISBA website
 - Creates and sends digital newsletter

Section & Committee Newsletters, cont.

What can you do to help?

1. Select your newsletter editor as soon as possible
 - Notify Sara Anderson (sanderson@isba.org) and your staff liaison
2. Include your newsletter as an item on **all** of your meeting agendas

We are here to help!

- If you are having difficulties getting issues published, reach out to Sara Anderson as soon as possible

Consumer Legal Guides

ISBA publishes about 30 “Consumer Legal Guides”

- E.g., “Your Rights if Arrested,” “Estate Planning,” “Buying a Home”
- Available to public for free on ISBA website
- Print “brochure” versions available for members to purchase

Consumer Legal Guides, cont.

Process:

- ISBA Publications Manager (Sara Anderson) oversees updating, production, and publication
- Section council and committee members update content of existing titles
- Section council and committee members suggest new titles and create necessary content

Consumer Legal Guides, cont.

What can you do to help?

1. When the Publications Manager contacts you about updating a title, act promptly
 - Find a volunteer(s) on the section council or committee
2. Include the Consumer Legal Guides on **one** of your meeting agendas and request ideas for new and relevant titles

ISBA Books

The ISBA publishes around 40 titles

- Some are written by multiple authors and created as a section council or committee project
 - One or two members act as editor(s)
 - Members write chapters
- ISBA staff handles final editing, production, and publication

ISBA Books, cont.

What can you do to help?

1. Include ISBA Books on **one** of your meeting agendas
 - Gauge interest in initiating a book project
2. If interested, contact Tim Slating (tslating@isba.org)

Social Media

Where you can engage with us:

- Facebook: @ISBALawyer |
<https://www.facebook.com/ISBALawyer/>
- Twitter: @ISBALawyer |
<https://twitter.com/ISBALawyer>
- LinkedIn: ISBALawyer |
<https://www.linkedin.com/company/ISBALawyer>
- YouTube: ISBALawyer |
<https://www.youtube.com/user/ISBALawyer>
- Instagram: @ISBALawyer |
<https://www.instagram.com/isbalawyer/>

Social Media, cont.

What can you do to help?

- Follow our social media accounts
- Like, comment, and share!
- Help us get the word out to your social networks about the programs and events that we're promoting
- You're in a unique position to help us because you have existing social networks of fellow attorneys

Questions?

Thanks!

Timothy A. Slating, J.D.

Assistant Executive Director, Communications

tslating@isba.org

Sara Anderson, J.D.

Publications Manager

sanderson@isba.org

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ISBA LEGISLATIVE PROCESS

JIM COVINGTON

DIRECTOR OF LEGISLATIVE AFFAIRS

Section and Committee role

ISBA relies on you to identify what is important and what position ISBA should be taking.

You are the initial triage on how ISBA handles legislation.

The problem is

- (1) Volume. The General Assembly introduces about 6,000 bills each spring
- (2) Speed. The General Assembly process is up tempo.

Our suggestion

Form a legislative subcommittee.

Each section council/committee should appoint a three-member legislative subcommittee to coordinate legislation that affects your group.

Function of subcommittee

Reviewing and collating all ISBA Central comments on a bill;

Determining the council's/committee's position and its justification;
and

Forwarding that position to us.



Subcommittee bridges the gap

Between the speed of the legislative process and the calendars of sections and committees.

Hints on legislation

It is easier to tell a sponsor that we oppose his or her bill if we can tell them why we oppose it.

Also, please let us know if you can live with a bill being amended. Sponsors like to be told “No, but if you do this it will be OK.”

Talk to us

Let us know if a bill is of significant interest to you or if we have missed sending a bill to you that you would like to see.


LRB summary of legislation

Don't rely on the "LRB summary" on the front of each bill.
You must look at the actual text of the bill.

How much time do you have?

Generally, most substantive legislation requires a six-day posting before hearing after being sent to a substantive committee.

At the end of session, we'll get one hour's notice of amendment hearings.



Quiet death

If a bill has been “re-referred to the Senate Committee on Assignments” or “re-referred to the House Rules Committee,” that usually means it is dead for that session.

Tracking sheets

We can provide you with our internal “tracking sheet” that shows all bills sent to you, positions of other sections if received, and current status of the bill.

“My Legislation”

The General Assembly website has a free system to track bills. It is called “My Legislation” and its link may be found at the top of the page at www.ilga.gov.

Our detailed instructions on how to use may be found at <https://www.isba.org/my-legislation> or <https://www.isba.org/legislative/billtracker>

If we don't hear from you...

About a bill or bills, we assume you don't have much interest in it.
And that's OK.

Jim Covington - jcovington@isba.org

Jill Gilpin – jgilpin@isba.org

Kim Wallner – kwallner@isba.org



ILLINOIS BAR FOUNDATION

STACEY MEEHAN

EXECUTIVE DIRECTOR AND CHIEF DEVELOPMENT OFFICER
ILLINOIS BAR FOUNDATION



How you can help...

- IBF Champions Program (formerly Fellows Program)
- Champions Liaisons Identified for each Section Council and Committee
- Ongoing IBF Agenda Item for Liaisons

Illinois Bar Foundation

Contact us:

Stacey Meehan - smeehan@illinoisbarfoundation.org

Jessie Reeves – jreeves@illinoisbarfoundation.org



QUESTIONS

THANK YOU



ILLINOIS STATE
BAR ASSOCIATION[®]