

ASSOCIATION OF AMERICAN LAW SCHOOLS

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# SECTION LEADERSHIP 101

HOW LAW SCHOOLS CAN MAKE A  
DIFFERENCE

117TH ANNUAL MEETING - WEDNESDAY, JANUARY 4 -  
SATURDAY, JANUARY 7, 2023

SECTION OFFICERS PLANNING MEETING 2023 - 2024



ASSOCIATION OF AMERICAN LAW SCHOOLS

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# SECTIONS

## CLARISSA ORTIZ

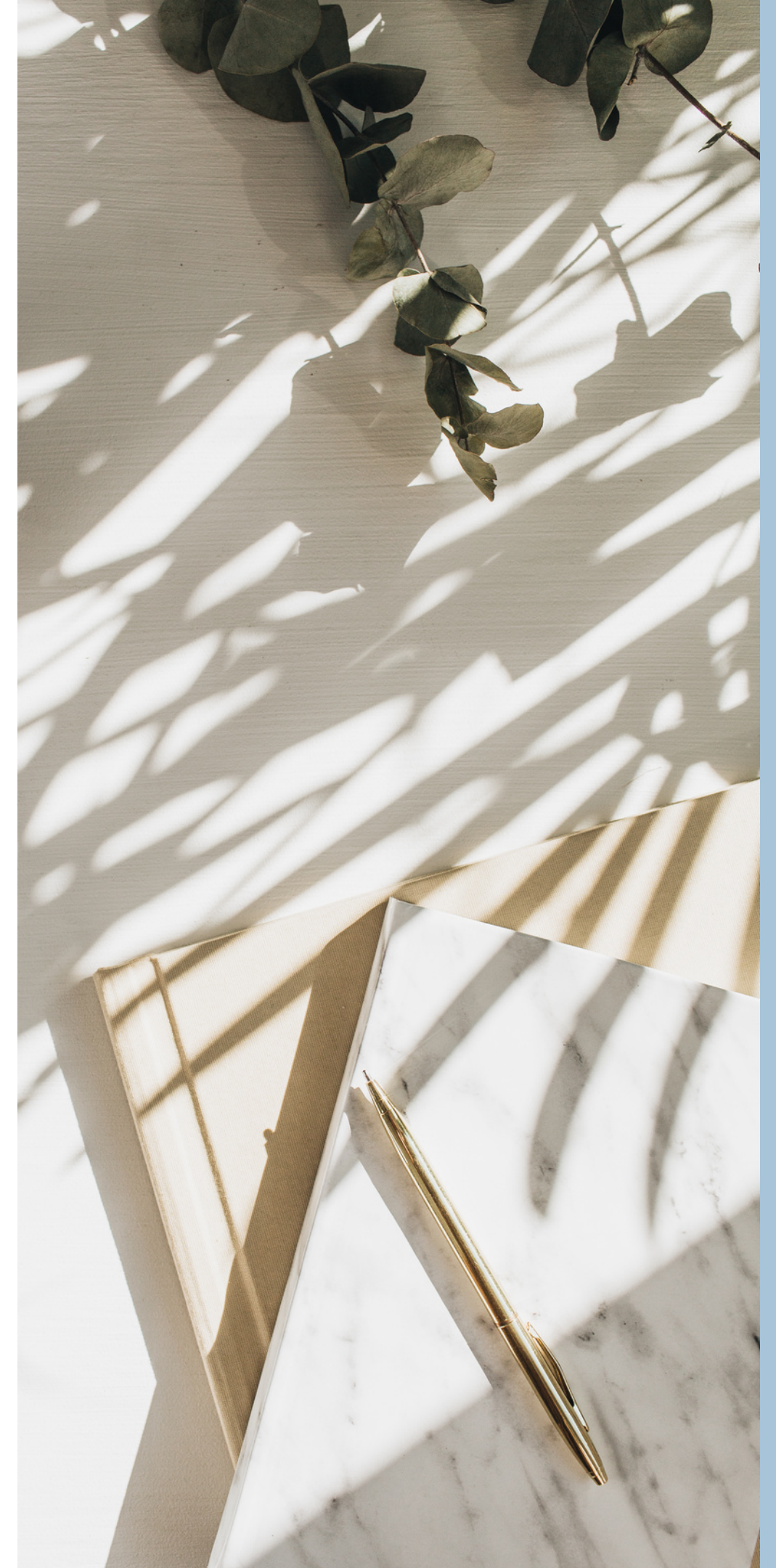
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# OUR TALK TODAY



EXPECTATIONS & DEADLINES



PREPARATION & WEBPAGES



RESOURCES & EVENTS



ELECTION'S & FAQ'S

WHAT KEEPS SECTIONS SUCCESSFUL



**OFFER OUTSTANDING PROGRAMS AT  
ANNUAL MEETING**

Main Programs, Works-in-Progress, & Pedagogy

**KEEP MEMBERS INFORMED & ENGAGED**

Webpages, Notifications, & Resources

**HOST EVENTS THROUGHOUT THE YEAR**

Socials, Webinars, & Mentorship Programs

**ARRANGE FOR NEW SECTION LEADERSHIP**

Requirements, Nominations, & Transition

**DUTIES  
&  
EXPECTATIONS**





# DEADLINES



**APRIL 21, 2023**

Submit Preliminary Program  
& Travel Reimbursement  
Requests



**JULY 14, 2023**

Submit Mid-Year Section  
Check-in



**AUGUST 11, 2023**

Submit Final Program  
Information



# DEADLINES



**SEPTEMBER 22, 2023**

Submit Names of Call for  
Papers or Works in Progress  
Presenters

**SEPTEMBER 29, 2023**

Submit Names of Section  
Award Winners

**OCTOBER 6, 2023**

Submit Nominations for the  
AALS Section of the Year  
Award



# DEADLINES



**JANUARY 3 - 6, 2024**

2024 AALS Annual Meeting  
Washington, D.C.

**JANUARY 14, 2024**

Submit Names of Section  
Officers



**JANUARY 26, 2024**

Submit Outgoing Chair  
Survey



# PREPARATION







# RECOMMENDATIONS

## INITIAL

Ensure all officer positions have been filled.

Familiarize yourself with your Section pages & the resources available to you.

Set up a preliminary Section officers meeting in February to discuss & plan for the year.

## DURATION

Send a welcome email to new members.

Regularly communicate to your Section via AALS Discussion Lists; explore creating a quarterly newsletter.

Have at least two Section events outside Annual Meeting.

## ANNUAL MEETING

Familiarize yourself with upcoming deadlines & requirements for programs.

Plan ahead for 2024, begin discussing topics & potential speakers in advance.

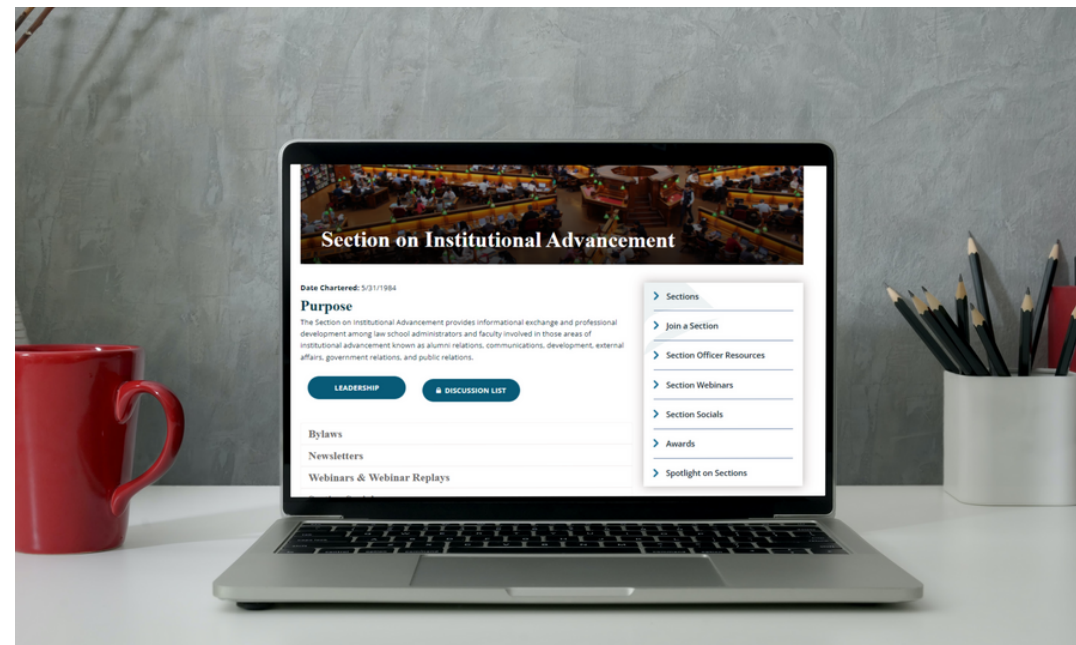
Review if your Section gives an award; consider updating it or creating a new award.



# WEBPAGES FOR SECTIONS

PAGE:

PUBLIC-FACING



**Public-Facing Section pages** on the AALS Website can be accessed by anyone – members & nonmembers; AALS Staff is responsible for managing & updating these pages. Section Officers should submit all requests for updates & materials to [sections@aals.org](mailto:sections@aals.org).

PAGE:

MEMBER-ONLY



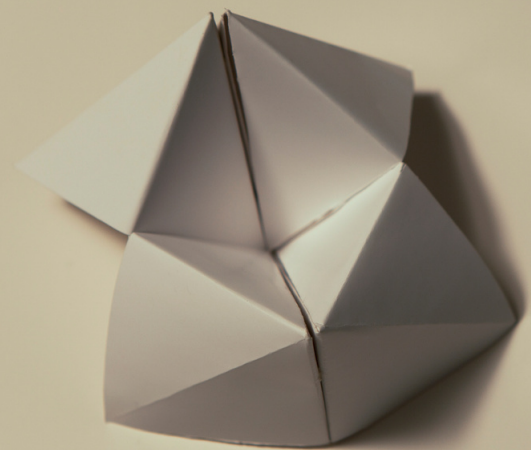
**Member-Only Section pages** can be accessed at [connect.aals.org/](https://connect.aals.org/) by logging in with AALS credentials. Section Officers will have administrative access and are responsible for updating information & posting to the Discussion List.



COMMUNITY & DISCUSSION

# NOTIFICATIONS

Section Members automatically receive community and discussion notifications once enrolled in a Section. **Community Notifications** include activity from the entire community. **Discussion Notifications** are specific to just Discussion posts.



# DAILY VS WEEKLY

## **DAILY CONSOLIDATED DIGEST**

Offers a comprehensive view of all activity from the previous day for the groups you specify in a single email. This includes announcements, blogs, discussions, library entries, new members and volunteer opportunities

## **WEEKLY CONSOLIDATED DIGEST**

Offers a comprehensive view of all activity from the preceding week for the groups you specify in a single email. This includes announcements, blogs, discussions, library entries, new members and volunteer opportunities. You can select the day of delivery to your preference.



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# DISCUSSION LISTS

Two-way communication list enabling members to ask questions of other members of a particular Section. As an Officer, you will regularly use this list to share information and resources, deadlines, and encourage scholarly engagement. All Section Officers have administrative rights and may post or email their Section at any time.





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# DISCUSSION NOTIFICATIONS

## REAL TIME

Receive a nearly instantaneous email each time someone posts to the discussion. This is a great option if it's important for you to reply promptly to questions and/or you simply want real-time insight into the conversations happening in a community.

## DAILY DIGEST

Receive a single email compiling ALL discussion posts from the previous day. Digest notifications are a great choice for busy discussions to prevent your email from being flooded with dozens of messages on a daily basis.

## OPT-OUT

Choose this if you do not want to receive notification emails about new discussion activity. Think of this as turning notifications OFF for a community discussion.





# RESOURCES

## **EXECUTIVE COMMITTEE REGULATIONS**

Purpose, Requirements, Review by the Committee, Membership, Relationship with the Public & Other Organizations, Finances, Section Awards, & Establishing Sections

## **PLANNING GUIDE**

AALS Staff, Overview of Section Pages and Online Community, Socials, Webinars, Mentorship, Finances, Annual Meeting, Service Projects, & FAQ's

## **SECTION OFFICER RESOURCES PAGE**

Leadership 101, Executive Committee Regulations, Planning Guide, Terms of Use, Deadlines, Guides, Templates, Submission Forms, Awards, & Tips



WUFOO & SURVEYMONKEY

# SUBMISSION FORMS

AALS uses online submission forms to collect information from Section Officers. All forms can be found on the Section Officer Resources page along with their corresponding deadlines.





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# AALS CONNECT

## ANNOUNCEMENTS

Information on Annual Meeting, Clinical Legal Education Conference, New Law Teachers Conference, & AALS HQ Updates.

## CALENDAR OF EVENTS

All upcoming Socials and Webinars are listed with the registration links and the Section name.

## SECTION FEATURES

One AALS Section is selected per month to be featured. Sections are asked to give a brief overview of their Section & share what they are currently working on.



# EVENTS



# SOCIALS





# ABOUT SOCIALS

## CONCEPT

Designed to mimic in-person networking & give members time reconnect with no set agenda.

## SET UP

Socials are done via Zoom; they typically 60 - 75 minutes in length; can include polls & breakouts.

## WHAT TO EXPECT

Camera's are on, the session is not recorded, you are provided with the opportunity to meet new members, & have open discussion.



# WEBINARS





# ABOUT WEBINARS

## CONCEPT

A gateway for the exchange of ideas & expertise across the legal education community.

## SET UP

Held via Zoom, vary in length & set up. AALS Staff will create the registration link & Webinar page. A submission form must be completed in advance.

## WHAT TO EXPECT

AALS will be in contact with all moderators & speakers throughout the planning and execution of the event.



# MENTORING





# ABOUT MENTORING

## CONCEPT

To foster excellence in teaching & scholarship, improve the legal profession, & offer guidance to faculty in early stages of their careers.

## SET UP

Vary in style, connection type, & duration. Sessions can be held via Zoom or in person.

## WHAT TO EXPECT

Mentoring looks different to every Section. AALS encourages each Section to focus on what works best for your particular Section.





# ELECTIONS

## REQUIREMENTS

Sections must arrange for an election either in-person or virtually. Sections should enlist at least 5 members to serve on the board: The Chair, Chair-Elect, & at least 3 additional committee members. Each Section has bylaws to which they must adhere, additional required positions may need to be filled. Refer to your Section's bylaws to confirm.

## NOMINATIONS

Only full-time faculty & professional staff of members schools are eligible. Section Chairs may serve for two consecutive years, but then may not serve again for another five years. No person may serve as Chair of more than one Section concurrently. Individuals may serve as Chair & Chair-Elect from different Sections.

## TRANSITION

Section Officers will transition to their newly elected positions following Annual Meeting. It is the Section Chair's responsibility to ensure all positions have been filled & all officers are aware of their duties.

# FAQ'S

## HOW MUCH TIME YOU RECOMMEND I DEDICATE TO MY SECTION?

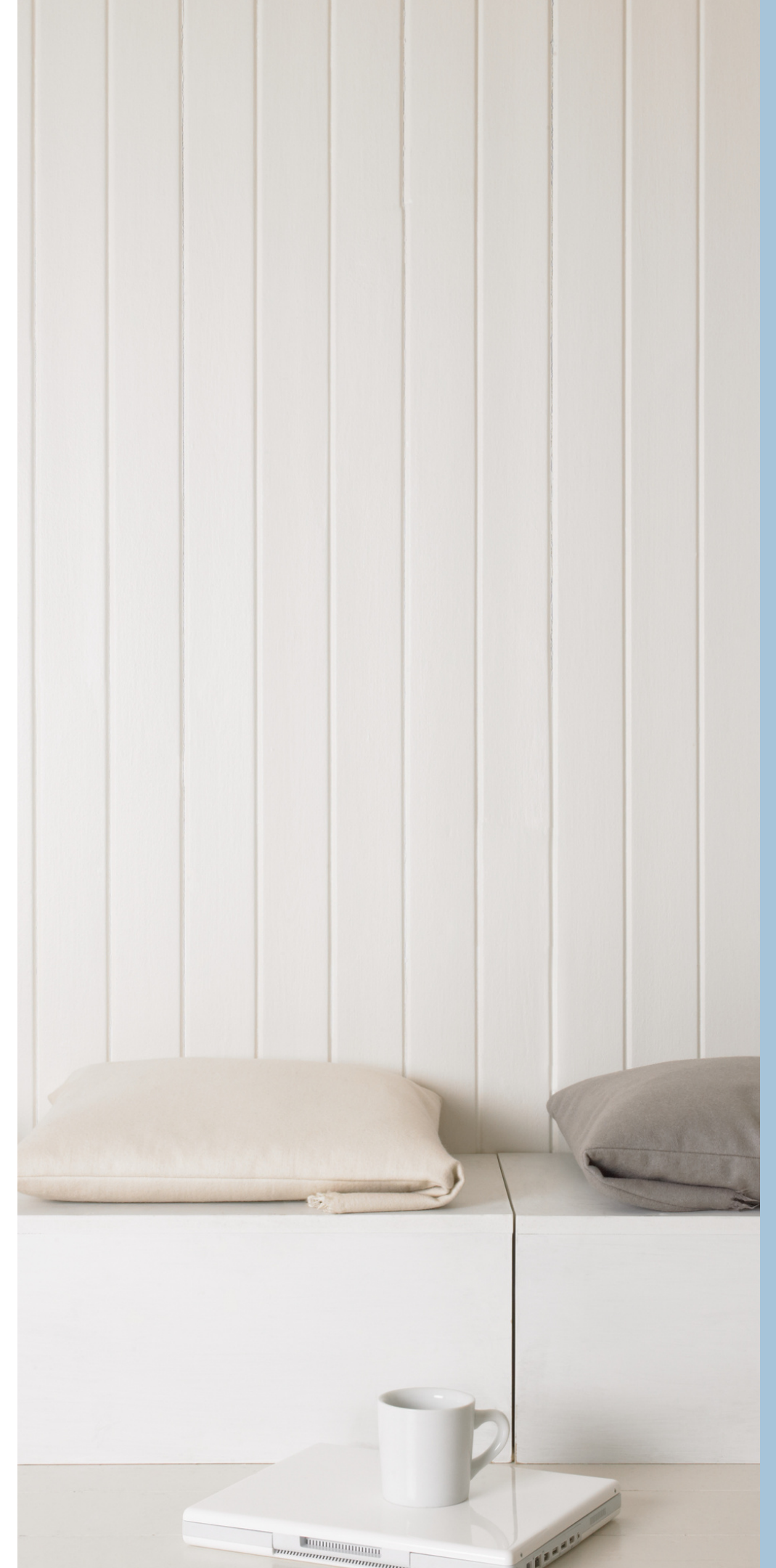
*AALS appreciates all our volunteers who decide to take on Section leadership roles. Dedicating time to your Section will depend on several factors like the size of your membership and how many programs your Section intends to hold at Annual Meeting. As a rule of thumb, we like to suggest 2-3 hours per month, this will allow you time to work on Annual Meeting programming, communicate to your members via Discussion Lists, review Call for Papers nominations, put together Section Newsletters, Webinars, and Socials, and prepare for the leadership transition at the end of the year.*

## WHAT ARE SOME WAYS THAT MY SECTION CAN ASSIST EARLY-CAREER PROFESSIONALS?

*Many sections have Works-in-Progress Sessions at the Annual Meeting for early-career members and send out calls for papers throughout the spring and summer each year. Works-in-Progress sessions provide the opportunity for junior scholars to present draft papers and obtain feedback from their colleagues. Sections may also hold Works-in-Progress sessions throughout the year virtually via Zoom.*

## WHERE WILL 2024 ANNUAL MEETING BE HELD?

*AALS is planning for an in-person Annual Meeting in 2024, in Washington, D.C.*





# CONTACT

## SECTIONS

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