



Association of American Law Schools

SECTION ACTION PLAN

Section Name:

Section Chair:

Section Chair-Elect:

Term:

Initial Tasks:

- _____ Attend Section Officers Breakfast
- _____ Send in the most recent copy of your leadership roster via Wufoo by January 10, 2020
- _____ Send a "Chair's Welcome Message" to your Section discussion list. Include an introduction of board members and a brief overview of what you aim to accomplish this year. (*Don't know your discussion list address? Contact Clarissa Ortiz at cortiz@aals.org*)

Operations:

Do you plan on setting up regular executive board calls this year? If so:

How often? _____ Standing Date/Times: _____

Section Committees:

Do you plan to establish any subcommittees this year?

Subcommittee Name(s) (i.e.: membership, publications, programming, etc...):

Possible Subcommittee Chairs:

Annual Meeting Program:

If you have an idea for your Section's annual meeting program, feel free to outline it here. If you have a Section you would like to be put in contact with regarding a joint program, include it here as well.

Content:

Are there any publications/educational content you want to distribute as a Section?

_____ **Section Newsletter**

Editor Name(s):

Proposed Publication Date(s):

Have you published before? Y/N

_____ **Other Content**

Content Type:

Proposed Publication Date(s):

Sponsorship:

Does your Section plan to propose to sponsor any events, Midyear, or conferences this year? If so, what would you like to sponsor?

Additional Programming:

Are there programs you would like to propose to offer your Section members outside of Annual Meeting?
(please include conferences, CLE events, social/networking events, webinars, lunches, etc....)

Name of program:

Type of event:

Date/Timeframe:

How can AALS staff assist?

Other Section Goals:

Please include any additional goals that you have for the year. Feel free to attach additional pages as needed.

Return your completed Action Plan to Clarissa Ortiz (cortiz@aals.org)