

# Section Leadership 101



**Association of American Law Schools**

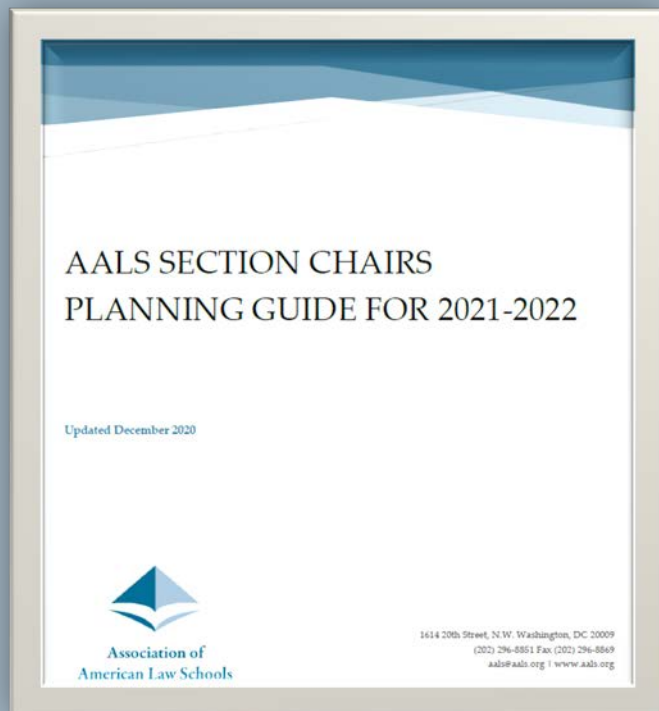
The Power of Words

115<sup>th</sup> Annual Meeting – Saturday, January 9, 2021

Section Officers Planning Meeting 2021 - 2022

# 2021-2022 Section Officer Planning Guide

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- Main resource to refer to in planning for the year. Contains information on:
  - Annual Meeting Programming
  - Engaging with your Section Outside of Annual Meeting
  - Important Dates
  - Elections
  - FAQs



# Online Resources for Sections

**Section Officer Resources**

Section Leadership 101  
Establishing Sections  
Executive Committee Regulations on Sections  
Model Section Bylaws  
2021 – 2022 AALS Section Officers Planning Guide  
2021 – 2022 Section Officer Calendar  
2021 Section Officer Planning Meeting – Recording

**Section Webpages & Discussion Lists**

Public-Facing Section Webpages  
Member-Only Section Webpages  
Terms of Use for Section Discussion Lists  
How-To Guide: Posting to an AALS Discussion List  
How-To Guide: Updating Your Discussion List Preferences

**Section Events**

NEW: Section Socials  
2021 Section Social Submission Form  
Guide on Hosting a Section Webinar  
PowerPoint Template for Section Webinars  
2021 Section Webinar Submission Form

**Annual Meeting**

Call for Papers Announcement Template  
Guidelines for Moderators and Speakers

**Section Program Examples**

Technology, Law, And Legal Education – Teaching Through Technology  
Disability Law – Could We Pass The ADA Today

**Awards**

Section of the Year Award  
AALS Section Awards History  
Trophy and Plaque Companies

**Section Newsletters**

Section Newsletter Template  
Balance in Legal Education Sample  
Legal Writing, Reasoning, and Research Sample  
Family and Juvenile Law Sample  
Federal Courts Sample

**Tips**

Section Leadership Tip Sheet  
Best Practices for Virtual Section Elections  
Video Tutorial: Utilizing AALS Web Resources

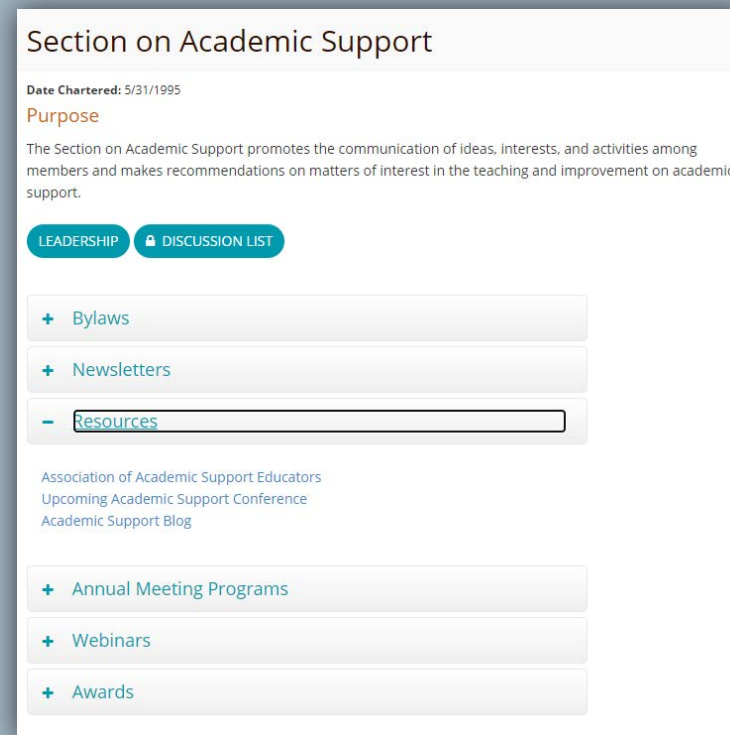
- Sections
- Join a Section
- Section Officer Resources
- Section Webinars
- Awards
- Spotlight on Sections

- [aals.org/sections](https://aals.org/sections)
- Executive Committee Regulations
  - Board Requirements
  - Sponsorship
  - Section Membership Questions
- Using Section Web-pages & Discussion Lists
- Section Events
- Annual Meeting
- Newsletter Templates
- Important Forms
  - Submitting Section Officers
  - Submitting Award Information
- Awards
- Tips



# Webpages for Sections

- More content on public Section pages at [aals.org](http://aals.org)
- Accordions dropdowns have been added back to the site
- Member-only materials
  - Discussion List email address can be found behind the member-only login
- Aesthetic upgrades to come
- For any content you would like to add on public Section pages, email [cortiz@aals.org](mailto:cortiz@aals.org).



Section on Academic Support

Date Chartered: 5/31/1995

**Purpose**

The Section on Academic Support promotes the communication of ideas, interests, and activities among members and makes recommendations on matters of interest in the teaching and improvement on academic support.

LEADERSHIP    DISCUSSION LIST

+ Bylaws

+ Newsletters

- Resources

Association of Academic Support Educators  
Upcoming Academic Support Conference  
Academic Support Blog

+ Annual Meeting Programs

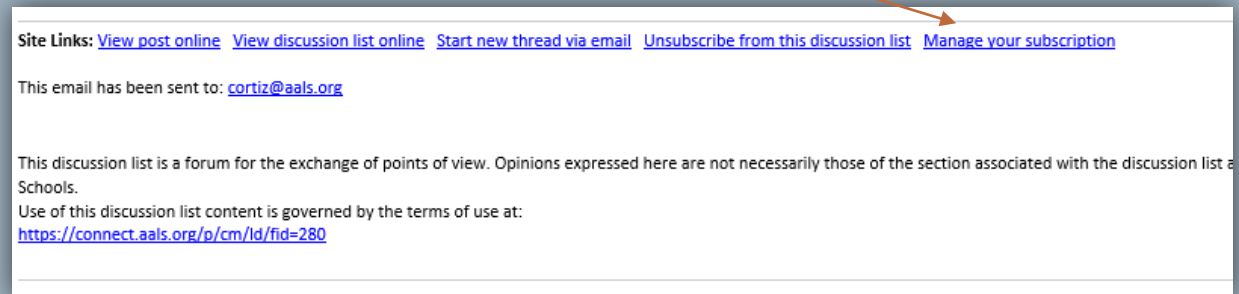
+ Webinars

+ Awards



# Discussion Lists

- All users can manage discussion list subscriptions notifications from the Socius platform. At the footer of each discussion list message there is a “Manage your subscription” link.
- There are **five** subscription type settings:
  1. Immediate Email
  2. Immediate Digest with links
  3. Summary Digest (*Default Setting*)
  4. Full Digest with attachments
  5. Full Digest with links



To better reflect the preferences of most faculty, and to avoid clogged email inboxes, AALS has changed the default setting on the Discussion List to the Summary Digest setting February 2021.

# Key Dates in 2021 for 2022 Annual Meeting



- **March 19, 2021** - Preliminary Program for 2022 Annual Meeting due
- **June 18, 2021** - Final Program for 2021 Annual Meeting due
- **September 24, 2021** - Names of Presenters (selected from Calls for Papers and Presenters and Commentators for Works-In-Progress)
- **January 14, 2022**  
Names of Section Officers for 2022

## Questions?

See Appendix A of your 2021-2022 Section Officers Planning Guide or contact AALS Director of Meetings, Tracie Thomas, [tthomas@aals.org](mailto:tthomas@aals.org)





# Engaging your Community Outside of the Annual Meeting



- Develop a *mentoring program*
- Encourage experienced teachers to share teaching materials and post to your *Section's webpage*
- Publish a *Section newsletter*
- Hold a *call for papers*
- **Recruit** productive scholars to join your Section's leadership
- Hold informal *networking event(s)* in addition to your regular annual meeting program
- Host a *webinar* using AALS's Zoom account or your institution's own web conference technology



# Section Webinars

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- Advance the legal education enterprise
  - Champion the interests and perspectives of the legal education community
  - Serve as the gateway for the exchange of ideas and expertise across the legal education community
- Demonstrate your leadership
- Expand your recognition and exposure within the legal education industry
- Gain experience in delivering education via online conferencing

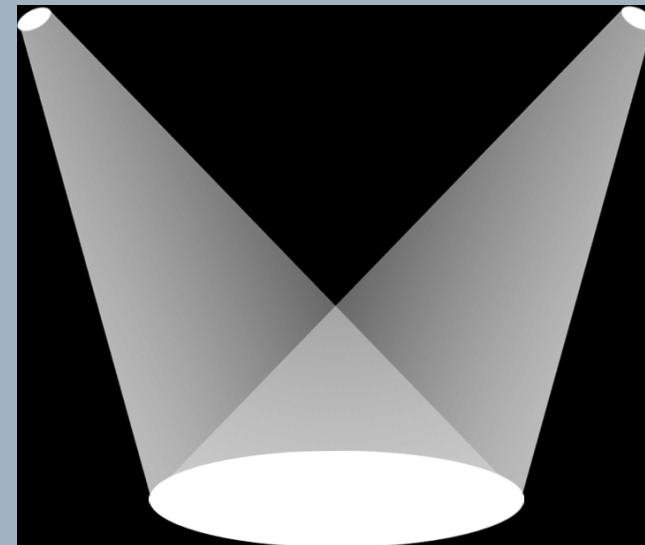




# Spotlight on Sections

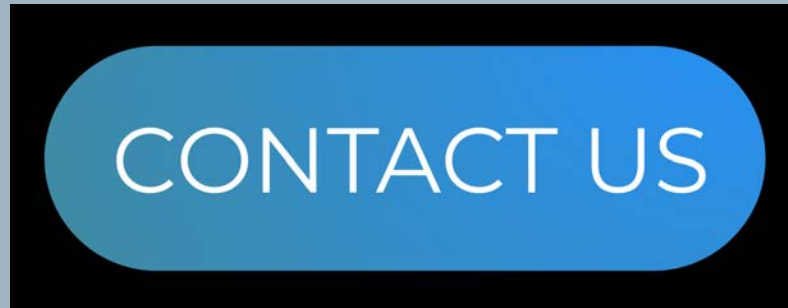
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- Highlighting Sections in the Newsletter
- Archived online
- Has your Section been interviewed?
  - Let us know if you are interested



# Looking Forward

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***Tell us:***

What can AALS do to support your Section in 2021?

We encourage you to complete the Action Plan and return it to us so that we can help you achieve your goals.

***Contact us:***

Clarissa Ortiz, *Sections Services Manager*,  
[Cortiz@aals.org](mailto:Cortiz@aals.org)

