SECTION LEADERSHIP 101

FREEDOM, EQUALITY, & THE COMMON GOOD

116TH ANNUAL MEETING - SUNDAY, JANUARY 9, 2022

SECTION OFFICERS PLANNING MEETING 2022 - 2023
ASSOCIATION OF AMERICAN LAW SCHOOLS

SECTIONS

CLARISSA ORTIZ
Associate Director of Sections Services
cortiz@aals.org | 202.683.4045

MORGAN SHIELDS
Sections Student Assistant
mshields@aals.org | 202.296.3218

General Sections Email: sections@aals.org
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
Discussion Lists, Newsletters, & Teaching Materials

HOST EVENTS THROUGHOUT THE YEAR
Socials, Webinars, & Mentorship Programs

ARRANGE FOR NEW SECTION LEADERSHIP
Requirements, Nominations, & Transition
DEADLINES

APRIL 25, 2022
Submit Preliminary Program & Travel Reimbursement Requests

JULY 15, 2022
Submit Mid-Year Section Check-in

AUGUST 12, 2022
Submit Final Program Information
DEADLINES

SEPTEMBER 23, 2022
Submit Names of Call for Papers or Works in Progress Presenters

OCTOBER 7, 2022
Submit Names of Section Award Winners

OCTOBER 21, 2022
Submit Nominations for the AALS Section of the Year Award
DEADLINES

JANUARY 4 - 7, 2023
2023 AALS Annual Meeting

JANUARY 13, 2023
Submit Names of Section Officers

JANUARY 27, 2023
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 2023, begin discussing topics & potential speakers in advance.

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

Member-Only Section pages can be accessed at 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.
DISCUSSION LISTS

Two-way communication list enabling members to ask questions of other members of a particular Section. All Section Officers have administrative rights and may post or email their Section at any time.
Section Members automatically receive Discussion List emails. Emails are in a summary digest format & members can individually manage their subscriptions notifications by logging in to the Online Community.
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
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.
AALS CONNECT

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

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.

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

WILL 2023 ANNUAL MEETING BE HELD IN-PERSON OR VIRTUAL?
AALS is planning for an in-person Annual Meeting in 2023, in San Diego, California. We are truly excited about being back in-person, and although the program and meeting may look and act different compared to past in-person Annual Meetings with some adjustments to the schedule, we know it will just as great. AALS will continue to monitor the pandemic and new variants of the virus and keep you informed should we transition to a Virtual Meeting.

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.
CONTACT

CLARISSA ORTIZ
Associate Director of Sections Services

EMAIL
cortiz@aals.org

PHONE
202.683.4045

ADDRESS
1614 20th Street. N.W., Washington, D.C. 20009