CRITERIA FOR A SUCCESSFUL COMMITTEE

1) Current Web Site
2) 4-Year Leadership Succession Plan
3) Strategic Plan every 3 years
4) Timely Reporting (Forms A, B & C)
5) 2 Newsletters- minimum
6) Conduct at least 2 business meetings - one of which should be in person
7) Any 2 of these 3:
   a. Annual Law Survey in TIPS *Law Journal*
   b. Publication
   c. CLE program (any format)
8) Report after each business meeting, including conference calls. Submit agenda, attendee list and minutes
9) Membership (recruitment and retention efforts)
   a. Introductory letter from new chair to current members
   b. Contact with new and recently-dropped members
   c. Periodic emails/news alerts to membership
   d. Other membership “touches,” including survey, mentor program, brochures, etc.
   e. If possible, realizing this may not apply to all General Committees, Outreach to Plaintiff's, In-House Corporate Counsel, Solo and Small Firm Attorneys
10) Diversity efforts
11) Meeting Attendance
   a. GCB (three in person meetings)
   b. Orientation (Fall and Spring)
   c. Attend/Review 2 Orientation Webinars prior to the Fall Orientation