

NABE-News

OF BAR EXECUTIVES

Tuesday, December 7, 2004



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CALENDAR

from www.nabenet.org

NABE Administration and Finance Section Meeting

When: Feb. 7 - 8
Where: Salt Lake City, UT

NABE/NCBP/NCBF Midyear Meeting

When: Feb. 8-12
Where: Salt Lake City, UT

CSE Retreat

When: March 8 - 9, 2005
Where: Chicago, IL

Bar Leadership Institute

When: March 10 -12, 2005
Where: Chicago, IL

ANNOUNCEMENTS

NABE MIDYEAR MEETING: Don't forget to register for the NABE Midyear Meeting in Salt Lake City by Friday, December 10 (yes, that's this Friday) to take advantage of the early registration fee, which will save you \$50. You can register online at www.abanet.org/midyear/2005 or the NABE web site (www.nabenet.org).

The Program Committee has done an outstanding job of lining up great programs and speakers, including:

- Selling Your Ideas in the First Two Minutes – Ever had the feeling that no one was paying attention or listening to you? If so, you'll learn how to become a strong business communicator and learn the secrets of the pros in this session. This is not just a nice skill to have – it's an essential one in this day and age!
- William Walters will be back to update us on the cyber (from faxing to emailing), intellectual property, and antitrust issues facing associations.
- Bruce Erley returns to discuss ways to identify and attract sponsors. You'll get a template for creating sponsor packages and constructive tips on marketing events to potential sponsors.
- Need to attract, keep, and/or motivate members (if you don't, I want to talk to you!) Mark Levin, one of the best speakers ever on this subject, will discuss the challenges faced by membership organizations arising from changing lifestyles, shifting demographics, and competition from the internet, private companies, and 24-hour workdays.
- A panel of experienced bar executives will bravely discuss the mistakes they have made and how they handled (or wish they had handled) the situation. You won't want to miss this opportunity to take advantage of their collective wisdom.
- Ever been overwhelmed by technology? Not sure what your association needs or the best/most cost effective way to achieve it? Amy Bordogna from Pilgrim IT will be on hand to lead you through a technology audit. This session is aimed at those associations without an IT person.

This is just a sampling of some of the programming at the Midyear Meeting. I'm already hyperventilating because I don't know how I'm going to get to all the sessions that I need to attend! Can a person be in two (or three) places at once?

A&F SECTION WORKSHOP: While you're signing up for the Midyear Meeting, make plans to attend the A&F Section Workshop on Tuesday, February 8. You can register for it at the same time you register for the NABE Midyear Meeting.

The talented A&F Program Committee (Julie Armstrong, Craig Combs, Helen Druce, Janis Jerman, Allen Kimbrough, Charlie Lorenzetti, Colleen McManus and Fred Parker), along with the invaluable assistance of Jill Werner, has put together an outstanding workshop.

Highlights include:

- A plenary session on preparing your bar association for the future, featuring Stuart Forysth (soon-to-be Executive Director of the Los Angeles County Bar) and Matt Silverman from the State Bar of Arizona
- Concurrent sessions that address employment law issues and strategies for interviewing, hiring and evaluating employees; selecting and implementing software in your association; developing and implementing a responsible investment policy; the impact of new auditing issues and FASB rules on nonprofits; and managing facilities.
- A "Bull & Beer" Session (I wonder which will come first?) so you can discuss issues with your colleagues.

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES: From BoardSource (www.boardsource.org)

- Attend all board and committee meetings and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees or task forces and offer to take on special assignments
- Make a personal financial contribution to the organization
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal characteristics in board members to consider:

- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way, open doors in the community, evaluate oneself.
- Develop certain skills not already possessed, such as cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a developed sense of values, concern for the nonprofit's development, and a sense of humor.

THE 12 DAYS OF CHRISTMAS: Thanks to Dan Wise, Bar News Editor/ Communications Director of the New Hampshire Bar Association for sharing the following through the Communications Section listserve.

On the 12th day of Christmas,
my Bar Center gave to me...

- 12 hundred emails
- 11 inches snowing
- 10 chocolate cheesecakes
- 9 pipes a burstin'
- 8 fallen arches
- 7 officers ringin'
- 6 meetings scheduled
- 5 deadlines missed
- 4 checks to sign
- 3 swearing-ins
- 2 many meetings



and a Bar mem-ber irate on Line 3...