

Committee Expectations 2024-2025



To: Committee Chairpersons
From: Tim Shearin, President
Date: July 19 and August 2, 2024
Re: Expectations for Committee Activities for the 2024-2025 Bar Year

Thank you for your commitment to lead your Committee for the coming year. We all start our terms with high expectations for a successful and productive year. In the spirit of continuous improvement, here are our expectations for our Committees for the year.

Focus areas for this year:

1) Plan for the Year

- a. Contact Ashleigh Morelli at amorelli@ctbar.org to schedule your meetings at least a month in advance of the meeting date.
- b. Use the "Plan for Your Year Form", to outline goals and objectives for the year.
- c. Submit your Committee's Annual Report to Ashleigh by May 16, 2025.

2) Engage Your Members

- a. When applicable, integrate Young Lawyers and Presidential Fellows (*we understand not every committee has a YLS or Presidential Fellows member*).
- b. Foster Diversity, Equity, and Inclusion. If you are looking for ways to foster diversity, equity, and inclusion, contact Member Service Center, msc@ctbar.org.
- c. Use the Sidebar community listserv to interact with the committee.

3) Conduct Frequent Committee Meetings

- a. Once your schedule is confirmed, Ashleigh will work with you to ensure any necessary meeting information is posted to the CBA website for registration.
- b. Meeting formats can vary, ask us about some options.
- c. Please return meeting attendance sheets and minutes to Ashleigh within 24 hours of the meeting. We will post the minutes on the Committee webpage.

4) Produce CLE Programs that Qualify for NY and CT Credits

- a. Have an idea for a program that you think would appeal to other Bar Association members? Visit www.ctbar.org/cle to get started or contact CLE Director Tom Genung at tgenung@ctbar.org to help with planning.

5) Have Fun

The CBA Staff and Officers are here to support your efforts. Use the resources we have provided to you to make your jobs easier and accelerate your success. If you have any questions or concerns during the year, please reach out to us.