



FDCC SECTION CHAIR BIBLE

Responsibilities For Substantive Law Section Chairs

1. Welcome. Thank you. Let's Go!

Strong sections and section leadership are vital to our organization. Take 60 seconds to turn to page 8 and look at the visual depiction of our strategic plan. Our sections promote every aspect of the strategic plan, which is why they are vital to the long-term health of the organization.

- Our sections advance **thought leadership** in substantive practice areas.
- Our sections allow our members to **connect and engage**, as they serve as most members' introduction to the FDCC.
- Our sections increase the **organizational vitality** by providing a stepping stone for involvement and leadership.
- Our sections provide a platform for **informing** our members and increase the value proposition for members.

All told, when we consider the 6 tenants of our strategic plan, nothing that we do as an organization compares to Section Leadership for advancing the strategic plan and mission of the FDCC.

Strong sections start with strong section chairs and vice chairs.

This document and other resources for Section Chairs are available on the FDCC website under Resources/Leadership Resources/Manuals & Guidelines. Here is the link: https://www.thefederation.org/Online/Resources/Manuals__Guides.aspx

2. Preparing to Get Ready to Start.

- 2.1. Log onto the website, save your password and user name (your email address), and make the website a favorite.

- 2.2. Familiarize yourself with the [FDCC web site](#), especially the “Resources” tab and “Committees and Sections” tab where you will find information about your Section.
- 2.3. Review and understand your responsibilities outlined in the Section Chair Bible, Section Chair Responsibilities, Section Report Form, all of which are found under the “Manuals” tab within “Resources.”
- 2.4. Identify and group the responsibilities listed in this Bible for delegation to your Vice Chairs. We have **boldened** specific roles for your Vice Chairs.
- 2.5. Coordinate with your Vice Chairs regarding Section Responsibilities, communications and goals.
- 2.6. Write down your section goals. Calendar key dates and milestones for your Section. Invite your Vice Chairs on those calendar entries.
- 2.7. Communicate immediately with the Outgoing Section Chair to determine where your Section is in terms of planning for the next several meetings. Determine if topics, speakers and writing assignments have been assigned for the next meeting and the meeting after that.
- 2.8. Talk candidly with the Outgoing Chair about his or her experiences, what worked well for your Section, what didn’t work so well, what particular challenges your Section might face, who you can count on to get things done, who you need to watch, etc.

3. Get Organized: Build your Pyramid – Get Your Pink Cadillac.

- 3.1. What is the P & O? Each Section Chair is a member of the Projects and Objectives Committee (commonly referred to as the “P&O Committee”). Casey Stansbury is the P & O Committee Chair for 2021-2022. Lee Hall and Caroline Berdzik serve as liaisons and oversight for the 5 Pods of committees. In addition, each Section will have a Vice Chair of the P&O Committee assigned it as a resource and to provide oversight of your Section.
- 3.2. Delegate to Vice Chairs. Assign your Vice Chairs very specific roles and responsibilities. Section Chairs who do not delegate are rarely successful. But also remember that delegating does not mean relinquishing supervisory responsibility. The Section Chair is ultimately responsible for the Section carrying out its assigned responsibilities.

- 3.3. Bi-monthly Section Leadership Meeting. Section chairs should schedule a bimonthly call with their Vice Chairs to discuss goals, programming, member involvement, publications, and nominations.
- 3.4. Quarterly Zoom Pod Meetings. Section chairs will have quarterly Zoom meeting with their fellow Pod chairs and the Pod liaison. During the quarterly Zoom call, the Pod will discuss goals, Section activities, recruitment and communications. Section Chairs will also be asked to identify section members who show promise as future leaders.
- 3.5. Monthly Reports. Section chairs should complete the report form and submit it to their liaison monthly. We may move this to every two months, or even quarterly, but in an effort to help everyone start strong, we need these reports monthly.
- 3.6. Attend the P&O meetings. Section Chairs are expected to attend three P&O meetings: prior to the Annual Meeting, prior to the Winter meeting, and the virtual meeting scheduled for October 2, 2021

4. A Little Less Talk and Lot More Action: Section Activity & Expectations.

- 4.1. Member Nominations. Every section is required to nominate 2 candidates for FDCC membership per year. Section chairs should actively seek recommendations from their Vice Chairs and members. Recommending new candidates for membership is vital to the long-term health of the Federation.

When you have identified a candidate, email the name, email address, and firm name to the following individuals: [Bernie Heinze](#), Executive Director and [Marisa Trasatti](#), Chair of the Membership Recruitment Committee.

Our 2021-2022 goal is 200 new nominations and Marisa is tracking our progress closely, awarding touchdowns to members who make progress with nominations. We have remained vibrant and strong because our members are committed to our membership initiatives. This is a significant priority for the FDCC and we ask that you make it your priority as well. If you need assistance in how to select or approach a prospective member, reach out to your Vice Chair mentor, Bernie, Marissa Trasatti or Casey Stansbury.

- 4.2. Section Meetings. Plan for your Section meeting and CLE presentation at the Winter Meeting and Summer Meeting. (*See Planning for the Annual and Winter Meetings in Section 6 below*).
- 4.3. Industry Outreach. **Each Section Chair will assign a Vice Chair to serve as an Industry Liaison.** Each Section is required to establish connections to Industry organizations and members in the substantive area of the Section.
- 4.4. Greet New Section Members. **Each Section Chair will assign a Vice Chair to serve as a New Member Liaison to welcome new members.** Section leaders

should initiate direct contact with each new member within one week. Bernie Heinze will notify you when a new member signs for your section. Please feel free to recruit new section members and check into the background of new members to see if they have areas of practice relevant to your section. Reach out to them directly. Having early contact with new members will encourage long-term commitment to the Section and active participation. The content of the communications can be personalized to include discussion of prior and upcoming meetings, networking discussions, etc. Think about putting a new Section member in touch with someone in FDCC that compliments his or her field of practice and interests. in touch with someone in FDCC that compliments his or her work.

- 4.5. **Monthly Highlighted Member.** Each Section Chair will assign a Vice Chair to introduce a new or existing section member through an email or section posting. Each section will feature a monthly highlighted member by posting a short bio and a fun fact on the member. Responsibility for drafting the highlighted member update will pass from member to member, with oversight by a Vice Chair assigned this responsibility.
- 4.6. **Annual Webinar or Zoom Presentation on Trends.** Each Section Chair will assign a Vice Chair to serve as a Programming Liaison to assist in preparing programs. Annually, Sections will be required to produce one of the following:
 - i. Substantive Webinar. The Sections may choose to do a webinar alone or together with another member of their Pod or another Pod; or
 - ii. Zoom Presentation on Emerging Trends or Changes in the Law. We suggest that clients be invited to highlight the FDCC members and the organization.

5. Be a Keyboard Cowboy: Communications and Publications Expectations.

- 5.1 **Home and Abroad Postings.** We are challenging all Section leaders to post content/alerts/articles or blogs that they write for their firms on the FDCC Section pages immediately. We want to encourage section members to use the website Section page to facilitate communications and interaction. Please encourage your members post and share on the Section page. They can share recent legal trends, start discussions, seek experts, etc.
- 5.2 **FDCC Insights.** Your Section should aspire to submit an article for the FDCC *Insights*, which will be electronically published in February and in July. This is a great opportunity for a member that wants to be published. FDCC is particularly interested in shorter, practical articles that can have an immediate impact on members. The following is a good description of the type of article FDCC is seeking from your Section:

Articles will contain a minimum of 1,250 words with no limit of the maximum length. Articles are to be topical and newsworthy on substantive legal issues, including litigation tips. Articles can provide practical advice that is useful to members of the FDCC in their day-to-day practice. Articles are to provide substance and legal analysis. Additional guidelines for submission of articles for publication in [FDCC Insights](#) can be found by clicking on the link as well as under the [Digital Newsroom Tab](#) on the FDCC web site. Keep in mind that the subject of your Section meeting CLE may also serve as a good topic for your *Insights* article.

Keep in mind that papers prepared for your CLE credit for your Section meeting at the Annual or Winter meetings usually may also qualify for submission as your Section's article for *Insights*.

- 5.3 [Friday Five](#). When soliciting content for your section page or *Insights*, you may receive content suitable for Friday Five. If so, please forward it to our Executive Director [Bernie Heinze](#) for consideration.
- 5.4 [Other Communications](#). Explore different ways to engage your section members and encourage and facilitate discussion among them. Ideas include: webinars, podcasts, monthly zoom calls, starting conversations on your section page, encouraging local meetups at restaurants among members in a given area, sharing recent case law, writing an article for the [FDCC's Flyer magazine](#), etc. Be creative.

6. Your (Section's) Name in Lights: Planning the Winter and Annual Meeting:

When planning for your Section meeting at the Annual/Winter meeting, there are recurrent challenges that Section leadership should always keep in mind:

- 6.1. [Meeting Space is always limited](#): There are usually fewer rooms available than there are Sections. So, unless you are a large Section, your Section should consider teaming up with one or more other Sections. Teaming up with other Sections also increases the size of the attendance at the Section Meeting—something that is always appreciated by Speakers. There is nothing more frustrating for speakers than to spend countless hours preparing a great presentation only to find that they are presenting to a near empty room. Talk with prior Chairs of your Section about partnerships that have worked. Think about partnering up and reaching out to other Sections early. You do not want to be the last Section looking for a date to the prom.
- 6.2. [Early Coordination With Program Chair](#): Lauren Curtis is the Program Chair for the Winter 2022 meeting in Palm Desert (March 2-6, 2022). Programming for the Winter Meeting is set so you should continue to work with your presenters and panels to meet Lauren's deadlines.

Amy Miletich is the Program Chair for the Summer 2022 Annual Convention in Seattle.

Early coordination with the Program Chair for the Annual/Winter Meetings will help improve your chances of securing meeting space as well as the time slot you might want or need. Section Chairs should also coordinate with the Program Chair as early as possible to identify key dates: the deadline for identifying the CLE topic for their Section meetings, the deadline for submitting written materials for the CLE, and the deadline for submitting speakers' names and biographies, etc.

- 6.3. Funding For Speakers: You can expect that there will be no funding available for speakers for your Section meeting unless your Section is presenting a Blockbuster Session. Even then, any funding is a possibility, at best. The Program Chair has a limited budget with which to work. If you think you will need funding, talk to the Program Chair immediately. You cannot agree to cover speaker expenses without express and specific approval from the Program Chair.
- 6.4. Scope of Section Meetings: Section meetings should usually include two key activities—a CLE presentation and a Section Business meeting. Because the CLE portion of Section meeting will usually use up most of the time available for the Section meeting, Section Chairs should use their “30 day before the Meeting” call with Section members to conduct as much Section business as possible.
- 6.5. Identifying Topics For The CLE Portion Of Your Meeting. Your section should start planning presentations at least a year prior to the Annual/Winter meeting. That means as soon as you become Section Chair, you should have at least one, and hopefully two, Section presentations planned, with one of those all but “in-the-can.” (This timeline may seem crazy, but it is not. There are substantial lead-times for such things as printing brochures, reserving rooms, etc., so please don't leave your Program Chair hanging.)
- 6.6. Stand Alone v. Joint Section Meeting. As noted above, most often joint Section meetings are encouraged, particularly for smaller Sections. That said, check with the Program Chairs about how they want to proceed with joint meetings. P&O meetings present a good opportunity for Section Chairs to coordinate with each other about joining together for joint section meetings and to discuss whether to propose a Blockbuster presentation to the Program Chair for the upcoming conferences.
- 6.7. Blockbuster Presentation. A Blockbuster is a Section meeting on steroids, intended to appeal to a broader spectrum of members than just Section members. Blockbuster presentations are usually presented by two or more Sections working together. If you or someone in your Section has an idea for such a program, approach the relevant Program Chair as soon as possible. Blockbuster's programs implicate the scheduling of other Section meetings.

6.8. Tips and Lessons Learned: Below are some tips and lessons learned comments from prior Program Chairs to assist Section Chairs in planning for the Annual/Winter meeting:

--Start planning early! Deadlines come at you fast and furious--and well before you might expect them.

--Stay engaged! Not infrequently, Section Chairs “step back” once the Section meeting is planned and fail to stay engaged to completion to make sure that their Section meeting and activities at the Annual/Winter meeting are successful. Remember that the success of each Section’s meeting and activities is ultimately the responsibility of the Section Chair!

--Delegate! Time and time again, the best Section programs are those where the Section Chair delegates to a Vice Chair the responsibility to take charge of the Section meeting programming with the Section Chair maintaining active oversight. Often, the least successful programs have been those where the Section Chair tries to handle planning and programming for the Section meeting by himself or herself without delegating responsibilities to a Vice Chair.

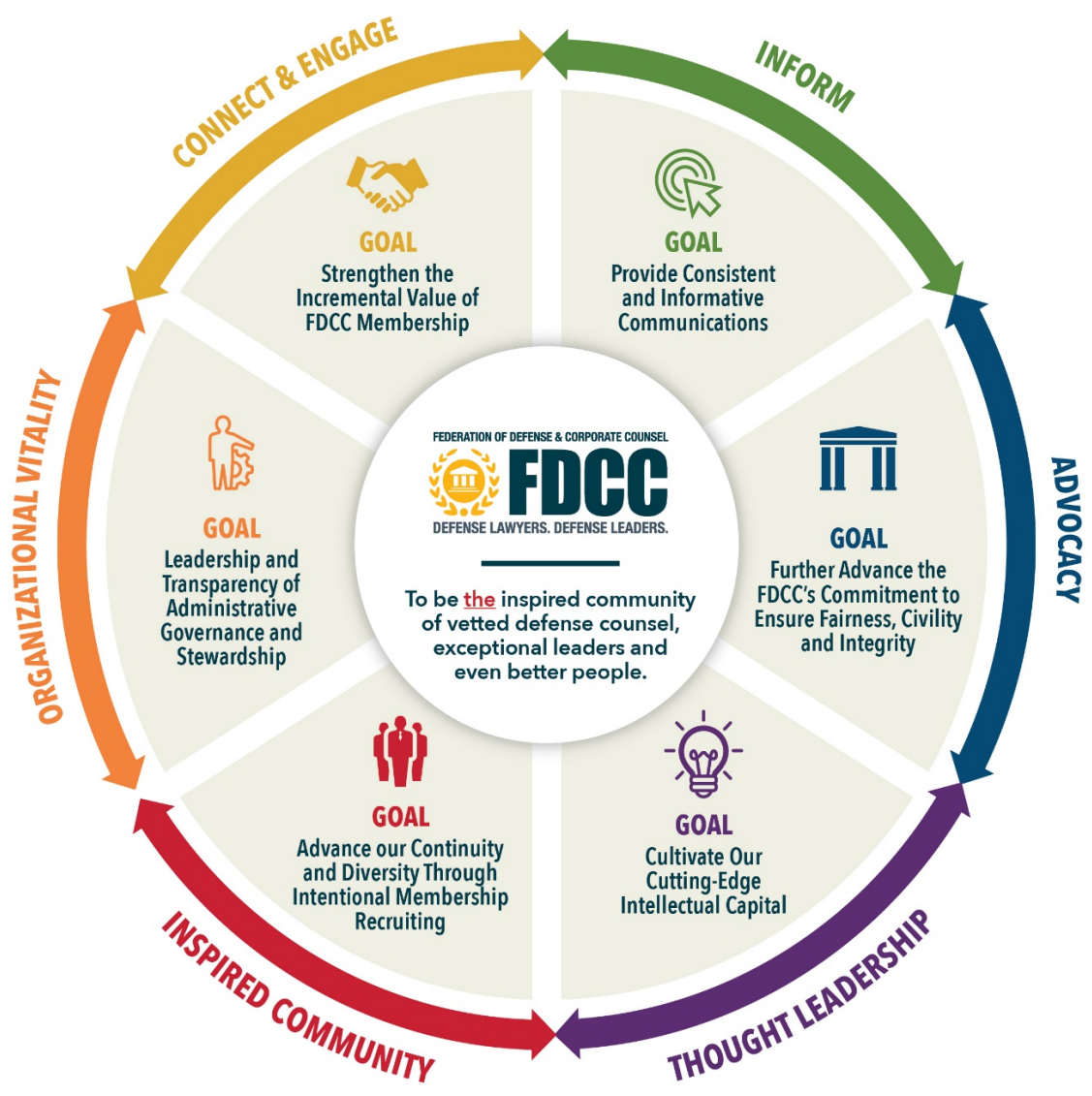
--Funding, Room Comps and Enticements. Section Chairs have no authority, without specific prior approval of the Program Chair to promise compensation or room comps or other enticements to speakers for their Section Meetings. Funding, room comps and enticements for speakers are almost always reserved for Plenary Session speakers.

7. Your North Star: The FDCC Strategic Plan 2020-2025

7.1. The Strategic Plan: The [FDCC Strategic Plan 2020-2025](#) can be found on the FDCC website by clicking on the link above.

7.2. Every Section is responsible for implementing the Strategic Plan within its section activities. Additionally, Section Chairs, working in conjunction with the Section Vice Chairs, should identify ways their Sections can undertake activities consistent with the goals in each of the six areas of the Strategic Plan (Connect & Engage, Inform, Advocacy, Thought Leadership, Inspired Community and Organizational Vitality). All of the organizational and section activities in this Bible have been developed to support and advance one or more of the goals of the Plan.

FDCC STRATEGIC PLAN 2020-2025





FDCC SECTION REPORT FORM
P&O Quarterly Reporting Form
2021-2022

Date: _____

To: P&O Leadership, Officers and Directors
From: _____ (Section Name)
Pod: _____
Pod Liaison: _____ (Lee Hall or Caroline Berdzik)
Section Chair: _____
Section Vice-Chairs and Roles:

Date of Quarterly Zoom Meeting with Pod Liaison: _____

Programming for Winter and Annual Meetings:

Winter Meeting: Title/Description/Speakers/Other Sections You Are Working With

Status of Written Materials for Winter Meeting: _____

Annual Meeting: Title/Description/Speakers/Other Sections You Are Working With

Status of Written Materials for Annual Meeting: _____

Annual Webinar or Zoom Presentation on Trends:

Topic:

Description:

Speakers:

Working with other section(s)? If so, list:

Date: _____

Will there be a PowerPoint? What is the format?

FDCC Website

Home and Abroad Postings

List law firms/attorneys that are providing content to FDCC website

Dates of postings _____

Publications

Monthly Highlighted Members for Last Quarter and Authors

Insights Article

Title: _____

Author(s): _____

Date: _____

Friday 5 Submissions

Topic: _____

Date: _____

Author: _____

Recruitment

Provide the names of at least two individuals who have been nominated by section members, names of the nominator(s) and dates of acceptance:

Section Goals and Initiatives:

Section Communications by Emails and Zoom/Virtual Meetings

Dates: _____

New Members to Section in Last Quarter and Dates of Initial Contact:

1. Members on Leadership Track



SECTION POD ASSIGNMENTS

- a. POD 1 – Caroline Berdzik cberdzik@goldbergsegalla.com
 - i. Trial Tactics
 - ii. Appellate Law
 - iii. Healthcare
 - iv. Life Health & Disability
 - v. Transportation

- b. POD 2 – Caroline Berdzik cberdzik@goldbergsegalla.com
 - i. Products
 - ii. Class Action
 - iii. Drug Device
 - iv. Premise Security
 - v. Employment Practices

- c. POD 3 – Lee Hall lmh@jenkinsfenstermaker.com
 - i. Insurance Coverage
 - ii. Construction
 - iii. IP
 - iv. Law Practice Management
 - v. Property Insurance

- d. POD 4 – Lee Hall lmh@jenkinsfenstermaker.com
 - i. Extra-Contractual
 - ii. Civil Rights
 - iii. Data Breach
 - iv. International
 - v. Professional Liability

- e. POD 5 – Casey Stansbury cstansbury@fmglaw.com
 - i. Commercial Lit
 - ii. ADR
 - iii. Energy
 - iv. Aviation
 - v. Toxic Torts