WSBA**Sections**

Example - Section Monthly Activity Plan

Goal Area	Activity Area	January	Feburary	March	April	May	June	July	August	September	October	November	December
Sustainable Section Infrastructure	**Administrative**	Committees Develop Committee Work Plans	Adopt Committee Work Plans		Check on Section and Committee Work Plan Implementation		Check on Section and Committee Work Plan Implementation			Check on Section and Committee Work Plan Implementation		EC & Committees Review Section Annual Work Plan	Adopt Section Annual Work Plan
Member outreach & education	**Newsletter**	Quarterly Newsletter			Quarterly Newsletter			Quarterly Newsletter, with Notice of Annual Meeting & Dues Reminder			Quarterly Newsletter		
Member outreach & education	**Website & Listserve**	Post news & cases											
Member outreach & education; Strong Executive Committee	**Annual Meeting**				Annual Meeting Planning Committee Forms		Annual Awards Nomindations Due	Notice of Annual Meeting Due	Full CLE & Annual Meeting				
Succession Planning	**Elections**					Nominations Committee Forms	Nominations Submitted	Notice of Nominations Due	Election at Annual Meeting				
Strong Executive Committee	**Budget**	Budget/Expense Review			Budget/Expense Review	Budget Committee Forms	Submit Proposed Budget to EC	Budget Due to WSBA		Budget Approved by BOG	New Fiscal Year		
Sustainable Section Infrastructure	**Dues**									Section Dues Due			
Member outreach & education	**Networking**				Social/Networking Event								
New Lawyer Outreach	**Outreach**									Law School Outreach & Recruiting	Social/Networking Event		
Member outreach & education	**Membership Recruiting**	Review Section Membership Data							Review Section Membership Data		Review Section Membership Data		
Member outreach & education	**CLEs**	Submit Mini-CLE Form to WSBA		Mini-CLE		Full day CLE			Full CLE & Annual Meeting				
Public Service	**Opportunities & Community Support**		Co-sponsor public service opportunity		Call for Grant Nominations		Grant decisions made		Grant funds distributed				
Support Practice Area	**Legislative Work**												
Strong Executive Committee	**Leadership Training**	ExComm Mtg	ExComm Mtg	ExComm Mtg	ExComm Mtg	WSBA Spring Training for Chair, Chair Elect, & Treasurer	ExComm Mtg	ExComm Mtg	ExComm Mtg	ExComm Mtg	ExComm Mtg	WSBA Fall Training for Chair, Chair Elect, & Treasurer	