



## **DUTIES AND RESPONSIBILITIES DIVISIONS, SECTIONS, COMMITTEES & TASK FORCES**

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### **SUBSTANTIVE LAW GROUPS:**

#### **Minimum requirements of DSC&TF:**

1. **Meetings** can be via conference call, webinar or in person via telephone or in person.
  - a. Must meet a minimum of 3 times per year.
  - b. One (1) of those meetings must have a speaker on emerging issues in their respective practice areas. If you need help in obtaining speakers, please contact me.
  - c. Calendar invites must be sent out to all members of your DSC&TF and you must also include myself on the invites.
  - d. All meetings must be calendared on the Master Calendar.
  - e. All meetings must be entered into the Success Tracker.
  
2. **Calendaring:** All events/meetings **MUST** be placed on the HNBA master calendar. Events should **NOT** be added to the HNBA Calendar until **AFTER** the event has been approved and you receive the approval in writing via email. Meetings can be put on the calendar without prior approval. *Calendar invites for meetings or email announcements should be sent out to all of our respective DSC&TF members, cc Elia and Joel.*
  
3. **Obtaining Approval for an Event and/or Use of HNBA Logo:** Regardless of whether or not the HNBA logo or HNBA funds will be used, all events where the

HNBA name is being used must be approved by the VP of Regions & Affiliates before the event is held. All Event and Budget Approval Forms must be submitted by the Regional President ONLY. Any request not submitted by the Regional President will be denied.

Send all requests for event/budget approval to the VPsections@hnba.com and Treasurer@hnba.com. The sooner your request is received, the more quickly you will receive your approval. We will get back to you promptly, but want to ensure that we know about your events early enough to offer marketing and other support if needed. For further details, see “Submission Process: Event Approvals, Calendar & Reimbursements” (DSC&TF Library).

4. **Funding for Activities:** Divisions are provided a set amount per fiscal year (Oct. 1 to Sept. 30) as seed money to fund HNBA activities. However, the maximum reimbursement per event cannot exceed \$1,000 of the regional funds provided. These funds expire at the end of each fiscal year.

You are also strongly encouraged to fundraise for regional events. Funds separately raised by a region do not expire – they will roll over year over year. All checks received from sponsors of regional events must be made payable to the HNBA and logged in the Checks Log (DSC&TF Library). If a firm or company is providing gifts in-kind, be sure to fill out the In-Kind Donation Form and provide letters to the National Office (DSC&TF Library). For further details, see “Submission Process: Event Approvals, Calendar & Reimbursements” (DSC&TF Library).

Regardless of whether you are using HNBA funds or funds raised by the region, you must submit the Event and Budget Approval Form to the VP Regions & Affiliates prior to your event.

The HNBA is a nonprofit organization with limited funds whose mission is to serve the Hispanic community based on the strategy developed by the board; therefore, please refrain from requesting that the HNBA divert its funds to another organization’s event happening in your region. The HNBA funds are intended to assist you with planning and funding HNBA events which highlight our association, our programs, and our events. There will be opportunities for co-sponsorship with other organizations, but those occurrences should be the exception rather than the norm.

5. **Events:** All fliers must be submitted for **pre-approval**, two weeks prior to any event.
6. **Social Media Policy:** Please read and familiarize yourself with the policy.
7. **Success Tracker:** Post event/meetings - all events/meeting must be entered and submitted via the success tracker. To access the Success Tracker go to:

<https://hnba.com/impact/>; additionally, please send an email to [vpsections@hnba.com](mailto:vpsections@hnba.com) advising/confirming what event/meeting etc. has been uploaded to the success tracker.

8. **Emails:** For ease in tracking:
  - a. Subject line of emails should include the name of your DSC or TF.
  - b. Your complete contact information should be on your email. Phone number and physical address.
  
9. **CLE proposals:** Must submit a minimum of 1 CLE proposal for both the CCC and AC. If the CLE proposal is not selected, we will repackage the proposal for use as a local (regional or affiliate CLE), webinar, CLE packet, substantive article, or speaking opportunity. *The CLE proposal may be submitted by any member of the respective DSC&TF - make sure to designate/indicate same when submitting. Please send an email to Elia and Joel advising that the DSC&TF has submitted a CLE proposal.*
  - a. **DL for CCC proposals is Friday October 26<sup>th</sup>.** Proposals are comprised of a 3-4 sentence description of the cle topic/panel and include the names of the moderator (person submitting the CLE proposal) and 2 qualified panelist.
  
10. **Substantive Articles:** Must submit a minimum of 2 substantive articles for consideration for publications. One for the Spring Edition and one for the Fall Edition. If the articles are not selected, we will submit them to other bar association publications and journals. The article may also be repackaged into a CLE proposal, webinar or speaking opportunity.
  
11. **E-Noticias:** Encourage to submit articles; announcements; and publications to E-Noticias. *Submissions are due the 10<sup>th</sup> of each month* and should be sent to [noticias@hnba.com](mailto:noticias@hnba.com). Purpose is to show work of DSC&TF to the HNBA community (members, friends, sister bars and allies); it can also highlight various members outstanding achievements. Submissions may include announcements, upcoming events and/or events recently held (w/ photos), or short articles on topics important to our organization When submitting an article/event etc. Please cc Elia at [vpsections@hnba.com](mailto:vpsections@hnba.com) *(if it is an event or activity please confirm that you have: entered the event on the Success Tracker; and have also placed it on the HNBA calendar.)*  
*Submission deadline: 10<sup>th</sup> of each month*  
*Publication: 15<sup>th</sup> of each month*
  
12. **Substantive Law Specialty Presentations:** Must preparing 1 presentation. 15-30 minutes (or longer) that focus on the section's particular area of the law. These presentation packages (hard copies, webinars, PowerPoint or substantive article). *These are to be submitted to Elia. Subject line (name of DSCTF) Specialty presentation package.* Note that they will be placed in the HNBA library for use by

our Regions and affiliates and they may also be highlighted (via link) in e-noticias or submitted to other bar publications.

13. **Budget:** YLD; LSD; LGBT; CCC and LC will receive separate email re budget and protocol for same.
14. **Meet and Greets/CCC and AC receptions:** responsible for fundraising to cover costs of same. *Prior to reaching out to any potential sponsor*, you must first discuss with me, send an email to [vpsections@hnba.com](mailto:vpsections@hnba.com) subject line: *Sponsor (name of HNBA conference) (name of DSC&TF) meet and greet*.
15. **BOG Reporting:** Due **3 weeks** prior to BOG meeting. **No extensions.** December meeting Reports due COB Nov 15<sup>th</sup>. March meeting Reports due COB March 1st. *Reports should be emailed to Elia. Subject line: (name of DCSTF) (month of BOG meeting) BOG Report. YOU MUST use the BOG Reporting Templet.*  
Use bullet points – do NOT submit a narrative report (old format)
  - Do NOT forward or cut/paste narratives from your regional newsletter
  - Do NOT include photos
  - Make sure all events you include in your report were approved by Elia, were added to the HNBA Calendar, and that event metrics were recorded in the Success Tracker
16. **Hall of Flags:** Need to have a representatives at CCC and AC for the Hall of Flags
17. **Change Firms/Email:** If you change firms or email, it is your responsibility to notify myself and the national office. You must also go on line and update your profile information.
18. **Website description:** If you want to update DSC&TF description on our Website. Send the proposed new language to my attention. *Subject line: (name of DSC&TF) proposed website update.*
19. **Collaboration:** Required to have 2 event/activity/report/paper etc that is done in collaboration with another DSC&TF or RP per calendar year (September – August).
20. **Membership email distribution list:** Will send out an email with the membership listing as well as the listing of individuals that signed up for various DSC&TF at the AC. The list is sortable. Please create an email distribution list and send out a WELCOME email to all members. DL for sending out welcome email is COB Friday, November 16<sup>th</sup>. The email should:
  - a. Introduce chair/chairs
  - b. Outline goals for the year
  - c. Set a date for first call/meeting
  - d. Outline deadlines for various submission dates: CLEs; E-noticias

e. Cc Elia [vpsections@hnba.com](mailto:vpsections@hnba.com) and Joel [Joel.crespo@kslaw.com](mailto:Joel.crespo@kslaw.com) on the email.

21. **Form and Guidelines:** All necessary forms and guidelines may be found in the Regions/Affiliates SharePoint site, as well as the Regional Presidents Library. Go to <https://hnba.com/leadership/hnba-sections-committees/>

If you are a chair and need help - let me know! Feel free to call or email.