

STATE BAR OF MICHIGAN
SECTION ANNUAL REPORTS
KEY INFORMATION FOR SECTION OFFICERS

- **FILLABLE FORMS:** SBM will send your section a customized form in late March/early April. We encourage you to keep notes throughout the year, to help facilitate the writing of the report.
- **DUE MAY 31:** Plan your work on the annual report carefully! Leave time for your section council to review and approve.

- **HOW TO COMPLETE THE NEW FORM**

See Page 2 for detailed information on filling out the form.

- Fill in the blanks! Report on activities since June 1 of the previous year
- Save your work
- Verify with your council that no other info is needed
- Submit the form to jwilliams@mail.michbar.org

- **CONTENT FOR THE FORM**

See page 3 for detailed information on content for the form.

- Consider the following critical information:
 - What types of meetings you had
 - What resources you used in your work
 - What activities your section organized or participated in
 - What the future goals for the section are

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SECTION ANNUAL REPORTS DETAILS FOR COMPLETING THE NEW FORM

1. This fillable form can be saved and then edited at a later date! Just make certain that you know where you saved it. We do recommend saving the file with versioning numbers if more than one person is editing the form. Double check that the final version is the one submitted.
2. Your section council roster is already entered! We hope this saves you time.
3. Some recommendations for keeping text easy to read:
 - a. Meeting descriptions: under 30 words
 - b. General budget information: Under 200 words, remember, your treasurer's report is also on file with SBM so it doesn't need to be duplicated.
 - c. Legislative issues section: Under 200 words, please attach an addendum if more than the bill numbers are needed.
 - d. Recommendations for next council section: Under 200 words
 - e. Other information: Under 700 words
 - f. Do you have far more words than will fit on the form? That's okay! Send a separate addendum continuing each section that needs one, and make sure that each section requiring an addendum refers the reader to the addendum at the end of the section in the pdf.

Thank you for all of your hard work and for using the fillable form!
We hope it's made your work easier.

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SECTION ANNUAL REPORTS INFORMATION REGARDING FORM CONTENT

FORM INFORMATION

- **COUNCIL MEETING SCHEDULE:** The Meeting Schedule area is a table created with fields to enter information regarding your section's regular business meetings, annual meeting and/or elections. If a meeting took place via teleconference, please enter "teleconference" in the "Location" field.
- **ACTIVITIES:**
 - **SEMINARS, TRAINING EVENTS, PRESENTATIONS:** Describing activities and seminars can be detailed or brief. Suggestions for information to include are the date, location, and a minimum of one paragraph describing the event.
 - **AWARDS:** Many Sections present awards, honors, or scholarships. The Annual Report is another opportunity to laud the recipients, as well as detail any awards presented to the Section itself. A description of the history of the award or why the award is given, is useful.
- **LEGISLATURE AND POLICY:** A brief description of any such involvement is requested, as this falls under the heading of section activities. Suggested information includes the title of the bill or court rule, a brief description of the piece of legislation, your section's vote and ultimate recommendation.
- **RECOMMENDATIONS FOR NEXT COUNCIL:** Consider the legacy you wish to leave for the incoming leaders of your section. List your section's strengths and weaknesses, visions you might have for your section's future, activities that might be on-going or necessitate continued efforts to fulfill.

ADDITIONAL MATERIALS (OPTIONAL):

- **BUDGET/FINANCIAL REPORT:** Some sections submit fiscal year budget reports showing all expenses and any income incurred for the fiscal year being reported. This could be a copy of your section's annual Treasurer's Report.
- **COMMITTEES:** Descriptions of various committees provides a clearer picture of a section's work, especially if the name of the chairperson and a description of committee activities are included. Suggested information includes the committee name, purpose, and meeting schedule.
- **MEMBERSHIP:** As membership fluctuates, tracking the membership numbers at a set time of year, such as the Annual Report deadline, can provide a snapshot of changes w/in the Section membership.
- **BYLAWS:** Awareness of Bylaws changes can be critical for understanding a Section's operation. Suggested information includes the most recent revision date(s) of Bylaws and a brief description of what prompted the change(s). Additionally, if there are any forthcoming changes, this is a good opportunity to summarize plans briefly.
- **PUBLICATIONS:** Provide a list including publication information for articles, journals, newsletters and other written literature about your section and its activities.
- **FUTURE GOALS AND ACTIVITIES:** A brief description of future goals and activities is recommended. This may also serve as recommendations to the next Council.