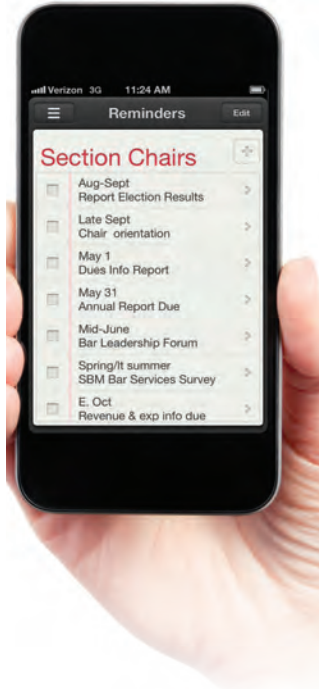


## Key Accountability Dates



WHEN	WHAT
AUGUST–SEPTEMBER	Report <b>election results</b> and provide complete council information to State Bar staff
LATE SEPTEMBER	Section representative to attend <b>chair orientation</b> at State Bar building if at all possible
MAY 1	Change in <b>dues information</b> to be reported; expect request for dues change information in mid-April
MAY 31	<b>Annual Report due</b> ; expect reminder and request on April 1
MID JUNE	Section representative to attend <b>Bar Leadership</b> Forum if at all possible; scholarships available
SPRING AND LATE SUMMER	Optional input sought through State Bar services survey, BLF and chair orientation evaluations
EARLY OCTOBER	All fiscal year-end <b>revenue and expense information due</b> to Finance; expect reminder and request in September
MID OCTOBER	Confirm that all revenue and expenses have been correctly recorded in the <b>section financial reports</b> in the fiscal year just ended; expect reminder and request from Finance in October

### General reminders of reportable actions:

- Best practice: consult with Bar staff at beginning of **bylaw amendment** process. Requirement: consult with Bar staff before amendments submitted for section vote.
- Seek input from general counsel for **contract review** before signing.
- Report **public policy position** within 10 days of taking the position.
- Contact Communications staff if **new social media** established.
- Contact staff if **imprintable items** (giveaways, letterhead, conference materials, etc.) **or logo** to be developed.
- **Annual meeting** must be held at the SBM Annual Meeting location or held at a different time from SBM Annual Meeting. Limited **exceptions must be approved** and only if exigent circumstances exist.