



2023
ACC Mountain West
New Board Member
Onboarding
Meeting

Welcome & Introductions (Dave)

- Name
- Where you work and job title
- How long have you worked there
- What are you most excited about in joining the Board (current Board members – what have you enjoyed most about serving on the Board)



Review Board Commitment (Dave)

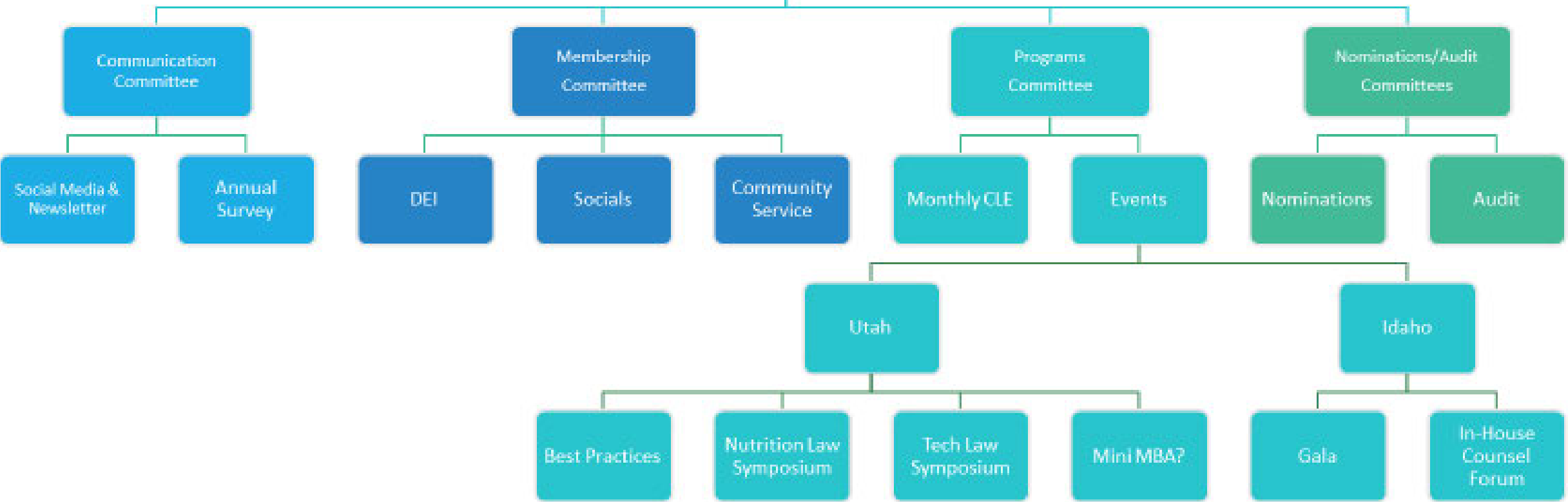
Membership

- Nomination by Board and election
- 2-year term
- Must be active member of State Bar and in good standing with Bar
- Must be active member of ACC
- No remuneration for board service

Service Expectations

- Participation in bi-monthly board conference calls – the board member must commit to participate in at least 3 of the 5 regularly scheduled conference calls during each year of service. Bi-monthly calls take place on the 3rd Thursday of every other month (beginning in February) at 3:00 p.m. MT and generally last for one hour.
- Attendance at Annual Board Retreat– the board member must commit to participate in the annual planning meeting, which will be held **August 4-5, 2023**. The board member may participate in the planning meeting by telephone, but there is a strong preference for the board member to attend in person.
- Participation in CLE and other chapter event planning – the board member must commit to participate with other chapter board members to plan at least one CLE / chapter function during each year of service.
- Attendance at chapter CLE and other events – the board member must commit to attend two CLE events and either the annual service day event or the annual awards gala (weekday).



ACC Mountain West Chapter
Board of Directors






2023 Committee Assignments

2023 ACC Mountain West Board of Directors									
	<u>Executive</u>		<u>Programs</u>		<u>Communications</u>		<u>Membership</u>		<u>Audit/ Nominations</u>
President	[Redacted]		[Redacted]		[Redacted]		[Redacted]		[Redacted]
Vice President									[Redacted]
Secretary									Idaho Gala
Treasurer									
				TLS					
				NLS					
			Committee Members		Committee Members		Committee Members		
			[Redacted]				[Redacted]		
								Idaho Gala	




Programs Committee

	Goal	Measurement	Timeline	Strategies
	Increase attendance at events to 25 participants	Measure attendance for each CY23 event and compare to CY22 event, where possible	January 2023 – December 2023	<ul style="list-style-type: none">• Board members each personally invite 2 colleagues or share on social media about each event.• Membership committee to reach out to new members and invite to upcoming events.• Laurie will send more email reminders for events.
	Increase member satisfaction	Measure attendance for each CY23 event and compare to CY22 event, where possible	January 2023 – December 2023	<ul style="list-style-type: none">• Programs Committee Liaison will personally email someone who attended the event and ask for their honest feedback.• Laurie will continue to send surveys after events to gather feedback, then compile all information for Board Retreat.

Membership Committee

	Goal	Measurement	Timeline	Strategies
	Increase Overall Chapter Membership by 5% (~15 New Members)	Measure quarterly through ACC Membership Report	December 2022 – December 2023	<ul style="list-style-type: none">• Advertise to non-members through Utah Business Corporate Counsel Awards and Idaho Business Review• Partner with other groups (Silicon Slopes, Utah Women Lawyers, etc.) for an event
	Increase Member Satisfaction	Measure quarterly through ACC Membership Report	December 2022 – December 2023	<ul style="list-style-type: none">• New Member– Swag Bag, Personal Invite from Committee Member, Orientation Events• Annual Membership Appreciation/Community Service Event (Idaho and Utah)
	Legal Focused Community Service Event	Pro Bono Clinics: 1 in Utah, 1 in Idaho per year	December 2022- December 2023	<ul style="list-style-type: none">• Idaho: Host at IdahoPower during Entrepreneur Week in October• Utah: TBA

Communication Committee

	Goal	Measurement	Timeline	Strategies
	Increase impact of communication with members and sponsors through email and LinkedIn	<ul style="list-style-type: none"> For newsletter emails, provide quarterly update on open rate and increase by 5% by end of CY24 For LinkedIn, provide quarterly update on number of views and viewer location and increase by 5% by end of CY24 Sponsor contributions to newsletter & use of social media to promote events 	<p>Quarterly, beginning January 2023</p> <p>(both actions and measurement)</p>	<ul style="list-style-type: none"> Events: <ul style="list-style-type: none"> post to LinkedIn profile and tag Sponsors and presenters/moderators tag other ACC groups, as appropriate Newsletter: <ul style="list-style-type: none"> add President's Message consider adding incentives from Partners or Sponsors at the bottom of the newsletter to help drive engagement Mature newsletter with chapter website Sponsors: <ul style="list-style-type: none"> Ask to participate in newsletters and social media
	Increase engagement on chapter website	<ul style="list-style-type: none"> Increase site clicks by 5% <ul style="list-style-type: none"> November 2022 Page Opens were 303 	Update by March 2023. Continue analyzing.	<ul style="list-style-type: none"> Redesign website content
	Update CY24 Sponsor Packet	<ul style="list-style-type: none"> Distribute final CY24 Sponsor Packet prior to Sponsor Appreciation Dinner events 	Complete by September 29, 2023	<ul style="list-style-type: none"> Outline Sponsorship levels for in-person, hybrid, and online events and consider increase (increased by 10% in 2023) Create bundles Target Best Practices and Legal Updates

Closing-- Dave

ACC Resources for Board Members

- Leadership Development Institute
- [Volunteer Leader Resource Page](#)

Any Questions?