Penick Inn of Court

2016-2017

Leadership Handbook

* List of Officers and Committees
* Calendar
* Job Descriptions

**Penick Inn of Court**

**2016-2017 Leadership**

Executive Board

Counselor – Judge Bauman

President – Erika Quartermaine

President Elect – John Staunton

Secretary – Brooks Gentry

Treasurer – Michael Porter

Stetson Liaison – Professor Morgan

Administrator – Liz Allen

Membership – Nick Chipurnoi

Programs Chairs – Debra Dandar and Susan Gregory

6th Circuit Representative – Michael Porter

12th Circuit Representative – John Ferrari

13th Circuit Representative – Vicki Reeves

* The By-laws list the following officers: a President, a President-elect, a Counselor (the Immediate Past President), a secretary, a treasurer and a Stetson Law School liaison representative, and such other officers as the Masters deem necessary. These enumerated officers have agreed to include the additional officers as listed above.

Committees

Community Outreach

Public Relations

Sponsorship

**Penick Inn of Court**

**2016-2017 Calendar**

2016

May 11 at 1pm – Executive Committee Conference Call

July 12 at 1pm – Executive Committee Conference Call

August 2 at 6pm – Executive Committee Dinner - Gratzzi Italian Grill, 211 2nd St S, St Pete

September 7 at 1pm – Executive Committee Conference Call

September 15 at 5:30pm – Joint Meeting at Mann Lounge, Stetson Law, 1401 61st St S, Gulfport

October 12 at 1pm – Executive Committee Conference Call

October 27 at 5:30pm – Circuit Meetings

November 9 at 1pm – Executive Committee Conference Call

November 15, 2016 – 12th Circuit Meeting (with Sarasota and Manatee Inns – all welcome)

November 17 at 5:30 – 6th and 13th Circuit Meetings

2017

January 11 at 1pm – Executive Committee Conference Call

January 19 at 5:30 – Joint Meeting at the Hillsborough Bar Assoc. Bldg, 1610 N Tampa St

February 1 – Deadline to Apply for Leadership positions (contact John Staunton if interested)

February 8 at 1pm – Executive Committee Conference Call

February 16 at 5:30 – Circuit Meetings

April 12 at 1 – Executive Committee Conference Call

April 20 at 5:30 – Joint Meeting in Sarasota

**Position Title: COUNSELOR**

**Position Impact:** The Counselor assists the President in his or her responsibilities.

**Position Responsibilities:**

1. Execute the functions of the President in his or her absence
2. Establish and maintain liaison with the local federal and state courts
3. Oversee the Inn’s mentoring program

**Qualifications:**

1. Must be a Master of the Bench and must maintain an active status with the Inn throughout his or her term.
2. This position is for the immediate past president.
3. Must have been continuously active with the Inn for a minimum of two years before beginning his or her term.
4. Demonstrated leadership skills, either as an officer or committee chair of the Inn, or through a leadership position with another legal or community organization.

**Commitment Required:**

The term of this position is one year, commencing on July 1, 2016.

**Responsible To/Responsible For:**

 The Counselor reports to the President.

**Position Title: PRESIDENT**

**Position Impact:** The President provides general leadership and guidance to the officers and members of the Inn.

**Position Responsibilities:**

1. Preside at all Inn functions
2. Ensure that the officers and the executive committee perform their duties
3. Maintain contact with the national office and national board of trustees
4. See that the Inn adheres to the policies of its charter and other policies promulgated by the national board of trustees
5. Lead the executive committee in a self-evaluation annually
6. Creates committees as he or she deems appropriate

**Qualifications:**

1. Must be a Master of the Bench and must maintain an active status with the Inn throughout his or her term
2. Must have been continuously active with the Inn for a minimum of two years before beginning his or her term
3. Must possess demonstrated leadership skills, either as an officer or committee chair of the Inn, or through a leadership position with another legal or community organization

**Commitment Required:**

The term of this position is two years. The first year is as President and will commence July 1, 2016. The second year is as Counselor and will commence the next Inn year.

**Training:**

1. Meet with the outgoing President, Counselor, Secretary-Treasurer and committee chairs to review the current standing of the various operational areas of the Inn.
2. Review the Inn’s most recent self-evaluation to determine previous successes or challenges encountered in the position.
3. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn.
	1. Serve as the President Elect

**Responsible To/Responsible For:**

1. The President is the presiding member of the Executive Committee.
2. The President appoints the committee chairs as needed and determined by the President.

**Position Title: PRESIDENT ELECT**

**Position Impact:** Provides uniformity and is significant part of succession plan. Creates slate for his or her presidency year by evaluating rotation between circuits and judges as well as assuring those who are officers are best qualified.

**Position Responsibilities:**

Assists the President as needed

Presents the Slate to the Executive Board for approval by March 1, 2017

Determine which incoming officers shall attend the Leadership Conference

Is in charge of Achieving Excellence responsibilities which include:

1. Early requirements.
	1. Post meeting dates, times, programs (Oct. 1 due date)
	2. New Member Orientation prior to first year’s meeting (Nov. 30 due date)
	3. Annual Operation Budget (Nov. 30 due date)
	4. Submit Annual Dues (Jan. 31 due date)
2. Program Submissions.
	1. For each Penick Inn meeting, ensure that the Program Chairs have copies of the American Inns’ Program Submission Form (PSF)
	2. Follow up with the Program Chairs after each meeting to get a completed PSF for each program along with all program material, such as handouts, scripts, etc.
	3. Submit the completed PSF and material to Pam Whittmann within 30 days of each meeting/program
		1. NOTE: only four submissions are required for Platinum Status, which means only the best four programs need to be submitted
3. Ongoing Items with later reporting due dates.
	1. Submit Inn news, or publications (ongoing)
	2. Describe how Alumni, etc., are engaged (June 30 due date)
	3. Community outreach program (June 30 due date)
	4. Participation in and/or hosting joint Inn meeting (June 30 due date)
	5. Membership satisfaction survey, should include questions about mentoring program (June 30 due date)
	6. Description of mentoring program (June 30 due date)
4. The major Achieving Excellence requirements are outlined above, but the Achieving Excellence Checklist and Recurring Item Confirmation form should be used as ongoing reference points and for monitoring necessary detail.

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term and be a Master of the Bench.

**Commitment Required:**

The term of this position is three years, commencing on July 1, 2016. The first year is as President Elect, the second year is as President and the third year is as Counselor.

**Training:**

1. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn a
2. Regularly confer with President regarding Inn activities

**Responsible To/Responsible For:**

1. Reports to the Executive Committee

**Position Title: SECRETARY**

**Position Impact:** Keeps accurate records of meetings

**Position Responsibilities**

Maintains minutes of all Executive Committee Meetings and sends each to the Executive Committee at least one week in advance of the following meeting for approval

Applies for CLE credits from the Florida Bar for meetings and upon receipt of approval, gives information to Administrator for dissemination to the members

Assists President Elect in Achieving Excellence submissions as requested by the President Elect

Provides records and related information to the Administrator upon his or her request

Distributes the Membership Satisfaction Survey as directed by the President Elect and prepares an analysis for presentation to the Executive Board upon request

**Qualifications**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required**

The term of this position is one year, commencing on July 1, 2016.

**Training**

1. Meet with the outgoing Secretary to review the current status of records of the Inn
2. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn, if requested to do so by the President Elect

**Responsible To/Responsible For**

1. Reports to the Executive Committee

**Position Title: TREASURER**

**Position Impact:** Oversees all financial activities

**Position Responsibilities**

 Maintain all financial accounts

 Collect dues and pay to the American Inn by the January 31st deadline

 Pay invoices

 Provide reports at each Executive Committee Meeting

 Prepares Inn Year budget by July 1 and submits to the American Inn by the November 30th deadline

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required**

The term of this position is one year, commencing on July 1, 2016.

**Training**

1. Meet with the outgoing Treasurer to review the current status of the financials of the Inn
2. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn, if requested to do so by the President Elect

**Responsible To/Responsible For**

Reports to the Executive Committee

**Position Title: STETSON LIAISON**

**Position Responsibilities**

 Reserve room and arrange for catering for Joint Meeting at the Gulf Port Location

 Assist 6th Circuit Representative in venue and catering for all meetings held within that Circuit

 Communicate with Circuit Representatives regarding name tags needed and make arrangements to obtain name tags

 Advises Community Outreach Committee regarding events or opportunities at Stetson that may be of interest to members

 Coordinate use of Survey Monkey credentials through Stetson for the end of the year survey

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required**

The term of this position is one year, commencing at the April Joint Meeting.

**Training**

1. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn, if requested to do so by the President Elect

**Responsible To/Responsible For**

Reports to the Executive Committee

**Position Title: ADMINISTRATOR**

**Position Impact:** Maintain accurate records, including membership records. Send email invitations through the website for all meetings. Responsible for maintaining website.

**Position Responsibilities**

1. Keeps the membership rolls
2. Works with Membership Chair to gather necessary information from new and returning members
3. Submits leadership roster to the American Inn of Court by November 30th deadline
4. Assists Treasurer in sending dues bills

Serve as an important contact point for the national office, making sure that leadership information and the roster are submitted by the June 30th deadline

Maintain updated list and email list of officers and provide to Program Committee Chairs

1. Conducts the annual election of officers according to the procedures set forth in the Inn bylaws.
2. Maintain website by ensuring information is current
3. Prepare agendas for Executive Committee Meetings and send out to the Executive Committee the Friday prior to the scheduled meeting
4. Sends invitations to all Joint Meetings, Executive Committee Meetings and other meetings as requested by the Executive Committee
5. Maintains records of attendance. At Joint Meetings, the Administrator is responsible for sign in sheets. At Circuit Meetings, the Circuit Representatives are responsible for sign in sheets and providing copies of the sign in sheets to the Administrator within 7 days of the Circuit Meeting.

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required**

The term of this position is one year, commencing on July 1, 2016.

**Training**

1. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn, if requested to do so by the President Elect
2. Participate in telephonic training with in order to use the American Inns of Court website

**Responsible To/Responsible For**

Reports to the Executive Committee

**Position Title: MEMBERSHIP CHAIR**

**Position Impact:** Serve as point of contact for new members and ensure membership rolls are accurate.

**Position Responsibilities:**

Maintain process for new member solicitation

Work with Administrator to put applications and membership information on website

Coordinate presentations at local or state bar associations for recruitment of new members prior to September 2016

Ensure new member paperwork is complete

Contact new members to welcome them

Organize new member orientation which can be a teleconference or prior to the first Joint Meeting

Provides member information to Administrator for accuracy of membership and committee rolls

Follow up with members who have not renewed to determine why

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required:**

The term of this position is one year, commencing on July 1, 2016.

**Training:**

The incoming Membership Chair must meet with the outgoing chair and the incoming Administrator to review status of membership records and identify methods to improve.

1. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn, if requested to do so by the President Elect

**Responsible To/Responsible For:**

Reports to the Executive Committee

**Position Title: PROGRAM CHAIRS**

**Position Impact:** The Program Committee Chair leads the Program Committee, which directs the educational component of the Inn. This committee is composed primarily of members who are not officers.

**Position Responsibilities:**

1. Devise a general groundwork for the year’s programs and program topics in advance (before the first meeting in the fall) with the approval of the executive committee at the August Executive Committee Meeting. The first meeting shall include a New Member Orientation which shall be addressed to the entire group, as well as an historic perspective of the American Inns of Court as well as a speaker from the District Court of Appeal.
2. Provide presentation topics for Circuit Meetings to Circuit Representatives by September 15, 2016
3. Obtain updated list of names of all members, including circuit and level (Master, Barrister, etc.) from Administrator
4. Create pupillage groups including a Justice Games pupillage group taking into account the member’s county of practice/residence, levels (Master, Barrister, etc.) as well as the makeup of prior years’ pupillage groups (The creation of pupillage groups for Circuit Meetings can be delegated to the Circuit Representative however, the Program Committee Chairs and Circuit Representatives must ensure that there is no conflict with the pupillage groups for the Joint Meetings.)
5. Designate a leader for each pupillage group who shall ensure that the group has planned and prepared for the presentation
6. Plan presentations for Joint Meetings including the topic, speakers, agenda, handouts, technical needs (coordinate with Circuit Representative as needed)
7. Provide Program Submission Forms (“PSF”) to each pupillage group at the beginning of the year so that this form can be used to help each pupillage group develop its presentation
8. Supervise and consult with the pupillage groups as necessary while they develop the details of their programs and ensure that the presentations are not duplicative
9. Collect completed PSF following each meeting along with all program material identified on the PSF such as handouts, powerpoints, scripts, etc.
10. Forward completed PSF and material to President Elect within 30 days of each program so it can be submitted to the American Inn.
11. Forward completed PSF and material to CLE chair within 30 days of each program

 **Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

1. Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn, if requested to do so by the President Elect.

**Commitment Required:**

The term of this position is two years commencing on July 1, 2015 for Debra Dandar and July 1, 2016 for Susan Gregory. The first year serves as training under the Program Chair who is in his or her second year. The Chair in his or her second year is primary the Chair in his or her first year is secondary and learning from the other Chair.

**Training:**

1. Meet with the outgoing Program Committee Chair to review the current standing of the program committee and the pupillage groups
2. Review the Inn’s most recent self-evaluation to determine previous successes or challenges encountered in the position.
3. Review the resources available in the Program Library available at the national office

**Responsible To/Responsible For:**

1. Reports to the Executive Committee
2. Works with the Counselor to oversee the operation of the pupillage

**Position Title: CIRCUIT REPRESENTATIVES**

**Position Impact:** Serves as main point of contact for members within each Circuit and organizes activities within the Circuit

**Position Responsibilities:**

1. Arrange for venue and catering for Circuit Meetings (the 6th Circuit Representatives has the assistance of the Stetson Liaison)
2. Arrange for venue and catering for Joint Meetings (the 6th Circuit Representative (with the assistance of the Stetson Liaison) arranges for the September Joint Meeting; the 13th Circuit Representative arranges for venue and catering for the January Joint Meeting; and the 12th Circuit Representative arranges for venue and catering for April Joint Meeting)
3. Assist in pupillage groups’ technical needs for meetings within the Circuit
4. Send invitations out for Circuit Meetings using the American Inns of Court website
5. Create pupillage group for Circuit Meetings if delegated to do so by the Program Chair(s) and work with Program Chairs to ensure there is no conflict between the Circuit Meeting pupillage groups and the Joint Meeting Pupillage Groups
	* 1. Keep Administrator advised of changes in pupilage group membership and committees
		2. Prepare agendas for Circuit Meetings and for the Joint Meeting within the Circuit
6. Obtain name tags as needed from Stetson Liaison
7. Maintain the name tags and make available at Circuit Meetings and Joint Meetings
8. Appoints a Community Outreach Committee Member by September 1, 2016

Appoints a Public Relations Committee Member by September 1, 2016

Appoints a Sponsorship Committee Member by September 1, 2016

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required:**

The term of this position is two years commencing July 1, 2015.

**Training:**

Attend a Leadership Summit

Participate in a telephonic training for the American Inns of Court website in order to send out invitations to Circuit Meetings and events

**Responsible To/Responsible For:**

Reports to the Executive Committee

**Position Title: PUBLIC OUTREACH COMMITTEE MEMBER** (one from each Circuit who will comprise the Public Outreach Committee Member)

**Position Impact:** Oversees Public Relations

**The Position Responsibilities for the Committee are to:**

 Appoint their own Chairperson

 Sends press releases as directed by the Executive Board

 Ensures preparation and submission of articles and other news about the Inn pursuant to the Achieving Excellence requirements

**The Position Responsibilities of the Chairperson of the Committee are to:**

Provide report of committee activity to his or her Circuit Representative seven days prior to Executive Committee (see Executive Committee calendar) or as requested by the President

Handles actual submission of articles and news pursuant to instruction of the President Elect

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required:**

The term of this position is one year commencing July 1, 2015.

**Training:**

Meet with the outgoing Circuit Representative and Community Outreach members for training

**Responsible To/Responsible For:**

Reports to Circuit Representative and the President

**Position Title: COMMUNITY OUTREACH COMMITTEE MEMBER** (one from each Circuit who will comprise the Community Outreach Committee Member)

**Position Impact:** Oversees the Community Outreach Activity for the Inn

**The Position Responsibilities for the Committee are to:**

 Appoint their own Chairperson

Consult with Inn members, Stetson Liaison and members of the community in order to identify appropriate community outreach activities for Inn members

 Understand the requirements for community outreach pursuant to the Achieving Excellence guidelines (consults with President Elect on this as needed)

 Plan the community outreach activity providing adequate notice to Inn members

**The Position Responsibilities of the Chairperson of the Committee are to:**

Provides report of committee activity to his or her Circuit Representative seven days prior to Executive Committee (see Executive Committee calendar) or as requested by the President

Prepares correspondence for members to be distributed to the Administrator regarding community outreach activities with at least thirty days’ notice of the activity

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required:**

The term of this position is one year commencing July 1, 2015.

**Training:**

Meet with the outgoing Circuit Representative and Public Relations committee members for training

**Responsible To/Responsible For:**

1. Reports to Circuit Representative and President

**Position Title: SPONSORSHIP CHAIR** (one for each circuit who will comprise the Sponsorship Committee)

**Position Impact:** Procures sponsorships

**The Position Responsibilities are:**

 Find appropriate sponsors and obtain approval from the Executive Board by providing information about the sponsor to the Circuit Rep prior to the Executive Meeting preceding the meeting event at which the sponsor would be present.

 Obtain sponsorships in the amount of at least $600 per year consistent with the budget

**Qualifications:**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required:**

The term of this position is one year commencing July 1, 2015.

**Training:**

Meet with the Circuit Representative

**Responsible To/Responsible For:**

1. Reports to Circuit Representative and President