

## MEMORANDUM

TO: MLA Officers and Board of Directors  
FROM: Pamela L. Schultz  
DATE: May 2, 2019  
RE: Procedures and Materials for Recruitment for MLA Board Meetings

Board Meetings provide an excellent opportunity to get to know the local maritime bar, let the local maritime bar know about some of the work of the MLA and also to get new members of the MLA. Below is a list of best practices and resources for local board meetings.

### **Identifying Local Bar Members**

1. Ask Robin Becker for a copy of the most recent MLA membership list. Her email is [Robin@sc.twcbc.com](mailto:Robin@sc.twcbc.com). I have requested the following fields of information from Robin:

Bill Code, Name, Work email, Home email, Direct Phone, Firm Name, City, State

2. Connect with the local attorney who will be liaising with the MLA to learn more about the local bar, who should be contacted, etc.

3. Isolate the local MLA members onto a tab in the Excel spreadsheet (attached here). Reach out to the local members to ask who might be potential new members and add them to the spreadsheet. Consider other methods of searching for new members, such as going through Lexis/Westlaw for maritime cases for the past one to three years (depending on the size of the area). Invite those members to the event. The invite can come from members of the local bar, the President of the MLA or whoever is deemed appropriate. The decision for who should send them is typically dependent on the makeup of the local bar, the amount of time that people have, whether the President prefers to send the invitations, etc.

3. Include judges in the list. Typically, the invitation to the judges comes from the President and/or a local member who knows the judge well.



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### **Promoting the Event**

The makeup of the local bar will largely drive how the event should be promoted. One suggestion is to invite a local judge to speak at a CLE since many prospective members are more likely to attend. A cocktail event for 2 hours following the event has been suggested. Work with the CLE Committee to confirm that the MLA approve the CLE and ensure that the requirements for credit are met, sign in sheets, etc. An exemplar is attached.



MAINE CLE  
FLYER.docx

### **The Event**

Have name tags. If someone from the local bar does not take on this role, a template for name tags is attached. These are formatted for Avery 5392 labels. Identify the MLA Officers and Directors.



MLA labels  
template.docx

I'll miss doing this!

Pamela Schultz