

# CIRCUIT REPRESENTATIVE GUIDELINES

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## From the FJAA Constitution: The Circuit Representative shall

- A. enlist and recruit membership of the Association;
- B. maintain an accurate list of circuit members;
- C. seek out and recommend to the Board of Directors various benefits and programs intended to attract and retain members; and
- D. act as liaison between officers and members.



## New Circuit Representatives

- Contact the prior Circuit Representative for your Circuit and ask her to forward you the list of current members and their email addresses. During each calendar year you will need to update the member list by adding new and deleting non-renewing members.
- Send an introductory email to all JAs/Secretaries in your circuit using the address “USCml\_Judges Assistants-Secretaries (Circuit 0\_\_)” [select your Circuit number]. Encourage them to join or renew their membership. Attach a copy of the membership application. Direct them to the website: [www.fjaa.net](http://www.fjaa.net) for more information.

## All Circuit Representatives

- Annual dues are payable as of January 1. In early December, send an email reminding members that it is time to renew their membership. Attach a copy of the following year’s membership application for their convenience.
- Periodically communicate with chambers’ staff within your circuit encouraging membership.
- You are responsible for mailing the quarterly Newsletter to lifetime members. Some have provided email addresses, some use home addresses. Reimbursement for expenses: (e.g. postage, envelopes, labels, etc.) is available. Send receipts to the Treasurer with your request.

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Make a connection. Answer questions. Report member achievements. Be enthusiastic.