

## How to Recruit and Retain Judicial Members

The following instructions are designed to help you, as an Inn leader, recruit and retain judicial members. The accompanying “Benefits of Membership for the Judiciary” flyers are to be given to prospective and existing judicial members to encourage their participation. The American Inns of Court Judicial Task Force—consisting of federal, state, and local judges from across the country—has developed and is pleased to provide these documents to aid in your Inn’s efforts to increase awareness and judicial participation in the American Inns of Court.

### Development of an effective recruitment strategy

- Create a tradition of local judicial participation, with judges viewing American Inn of Court membership as an honor, expectation, and responsibility of judicial office.
- A small group of Inn judges should be selected to recruit judicial members.
  - The lead recruiter should be an enthusiastic, committed, and respected judge member of the local Inn.
- Particular focus should be placed on monitoring vacancies and candidates for new appointments and elections.
- Contact new judges immediately upon their taking office, if not prior to.
- Assess nonmember judges to understand why they are not members and what would make them consider membership.

### Techniques for effective recruiting

- Recruitment of newly appointed or elected judges should begin immediately after they take office, if not prior.
- Meet personally with the judge or, at a minimum, talk with the judge by telephone with follow-up in writing.
- Explain the nature and purpose of Inns and outline the value of Inn membership for the judge’s court and for the judge personally.
- Focus on the educational and mentoring aspects of the Inn, which benefit the court and the judge by improving the quality and integrity of advocacy, and the more personal benefits for a judge.
- Note the tradition of judicial involvement and identify present and past judge members of the Inn.
- Emphasize the entertaining and enjoyable as well as informative aspects of programs.
- Acknowledge the time commitment and responsibilities of membership, but explain how they are outweighed by the benefits and what steps judges can take to manage the time and responsibility.
- Invite the judge to attend an upcoming Inn program to personally experience the value and enjoyment of Inn participation.
- Encourage other judges on the recruitment team to talk with candidate and reemphasize the importance and benefits of Inn membership.
- Maintain and continue contact until the judge begins participating as a member.
- Meet with new judge members and other judges who are team leaders to welcome the new members and provide guidance to them prior to the Inn year.

### Means to minimize barriers to judicial participation

- Time and financial commitment
  - Establish an acceptable frequency and length of time for dinner and programs; start and end on time.
  - Calendar meetings on days/times less likely to conflict with judges’ work or personal obligations.
  - Coordinate with other Inns to avoid holding meetings on the same day.
  - Hold meetings at the courthouse to maximize convenience for judges.
  - Limit judge membership to the cost of dinners.
  - Encourage but do not require judge members to attend joint Inn meetings in distant locations.
- Added responsibilities
  - Emphasize that judges can delegate certain tasks while maintaining oversight of the program.
  - Permit judges to become active emeriti after a certain period of time, attending dinners and programs without the responsibilities and time requirements of a team leader.
  - Alternate the presidency between judges and attorneys, and limit the term.
  - Rules of judicial conduct prevent judges from serving as treasurer of the Inn.
- Familiarity
  - Emphasize that membership in an Inn of Court does not give rise to a reasonable inference of judicial favoritism toward attorney members.
  - Explain that the purpose of first-name policy is to convey that the input of all members is encouraged regardless of position or status in the legal community and that attorney members generally do not call a judge by her or his first name unless the judge insists.
- Value Alignment
  - Lack of support of chief judges or presiding judicial officers
    - Have a delegation of Inn members, including judges, meet with the chief/presiding judge and explain the benefits of Inn membership.
    - Develop a team of judge members who will promote the Inn and encourage colleagues to join.
  - Create valuable program content and presentations
    - Develop programs that are creative, informative, interactive, and entertaining to all members.
    - Incorporate a variety of educational formats—skits, panel presentations, guest speakers, historical re-enactments, etc.
    - Have Inn members provide civic education programs to the general public to increase knowledge and support of the rule of law and the judicial branch of government.