

INN LEADERSHIP RESOURCES home.innsocourt.org/forleaders

Do you have a question about running your Inn? The national office provides leaders and executive committee members of American Inns of Court services and support to assist in the administration of Inns - from a "game plan" for the year and specific activity materials to what you need to know for your leadership role in the Inn.

Achieving Excellence

- [Administration](#)
- [Communications](#)
- [Inn Program Development](#)
- [Mentoring](#)
- [Outreach](#)
- [Additional Requirements](#)
- [Achieving Excellence Overview \[pdf\]](#)
- [Achieving Excellence Checklist \[pdf\]](#)
- [Recurring Items Confirmation \[pdf\]](#)

Inn Administration Resources

- [Inn Management System](#)
- [Local Inn Website](#)

Finance and Insurance Resources

- [Local Inn Budgeting](#)
- [Tax Exemption and Filing](#)
- [Insurance Coverage](#)

National Events

- [Inn Leadership Summits](#)
- [Celebration of Excellence](#)

Inn Leadership Role	Inn Leadership Role Materials
Administrator	<ul style="list-style-type: none"> • Sample Inn Administrator Job Description
President	<ul style="list-style-type: none"> • Sample Inn President Job Description
Secretary-Treasurer	<ul style="list-style-type: none"> • Sample Inn Secretary-Treasurer Job Description
Counselor	<ul style="list-style-type: none"> • Sample Inn Counselor Job Description
Program Chair	<ul style="list-style-type: none"> • Sample Inn Program Committee Chair Job Description
Membership Chair	<ul style="list-style-type: none"> • Sample Inn Membership Committee Chair Job Description

Additional materials specific to roles of Inn leaders are available on our [Leadership Topics](#) site.