



How to access CLA Board communications & calendars

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CLA GOOGLE GROUPS: What is this and how does it work?

As a member of a CLA Google Group, you are able to use the Group's email address to communicate with the entire Group without having to input individual email addresses. To ensure that all group members get Group communications, CLA will ensure that each Group includes the correct people with their current email address. Please let us know if you change email addresses.

Group Name	Description	Address
CLA BOD	Board of Directors + assistants (if requested)	cla_directors@chesapeakelegal.org
CLA BOA	Board of Advisors + assistants (if requested)	cla_advisors@chesapeakelegal.org
CLA BOD & BOA	Directors and Advisors + assistants (if requested)	cla_bod_boa@chesapeakelegal.org
Development Committee		cla_development@chesapeakelegal.org
Executive Committee		cla_excom@chesapeakelegal.org
Finance Committee		cla_finance@chesapeakelegal.org
Litigation Advisory Committee		cla_lac@chesapeakelegal.org
Governance & Nominations Committee		cla_gov@chesapeakelegal.org
Science & Technology Committee		cla_science@chesapeakelegal.org
Strategy Committee		cla_strategy@chesapeakelegal.org

CLA SHARED CALENDAR: What is this and how does it work?

CLA has a shared a Board meeting calendar with the "CLA BOD & BOA" Google Group. All Directors and Advisors (and their assistants) should be able to access this calendar, which includes all Board & ExCom meetings as well as the Zoom and dial-in information for each event.

NOTE: If you are already a Google user for your work or personal email....another way to access the CLA calendar is:

1. *Go to your Google Calendar*
2. *Next to Other calendars, click "Subscribe to calendar."*
3. *In the "Add a calendar" box, paste this calendar ID:
[chesapeakelegal.org_uucatk3a3vsv5vstir78n6lgk@group.calendar.google.com](https://www.google.com/calendar/uucatk3a3vsv5vstir78n6lgk@group.calendar.google.com)*
4. *Press Enter.*
5. *The calendar then shows up in your "Other calendars" list.*