



Overview of Committee, Board, Panel, and Other Positions for 2017-2018

WSBA Committees

Committee on Professional Ethics (CPE)

Provides guidance to WSBA members on legal ethics issues in the form of Advisory Opinions, considers and proposes to the Board of Governors (BOG) amendments to the Washington Rules of Professional Conduct, and considers and reports to the BOG on amendments and proposed amendments to the ABA Model Rules of Professional Conduct. The Committee may also conduct periodic outreach to the membership on these subjects. Appointment is for a three-year term.

Continuing Legal Education (CLE) Committee

Supports WSBA and its practice sections in the delivery of high quality, mission-focused Continuing Legal Education by advising on content, speakers, and delivery models, and by helping to identify trends and gaps in legal education that WSBA is uniquely positioned to fill. Appointment is for a three-year term.

Council on Public Defense (CPD) ([See detailed position description](#))

The Council on Public Defense (CPD) was established to implement the recommendations of the WSBA Blue Ribbon Panel on Criminal Defense, which was appointed by the Board of Governors in spring 2003 as a first step in addressing concerns about the quality of indigent defense services in Washington. The CPD unites prosecutors, members of the private and public defense bar, bench, elected officials, and the public to address new and recurring issues impacting the public defense system. For more information about the CPD, visit us online at <http://bit.ly/1mH9PSQ>. Prerequisite: The CPD is seeking three at-large members who can be either an attorney or not an attorney, one member from local government or a public defense administrator, and two members who are former or current prosecutors. Terms are for two years with eligibility to renew membership for up to four additional years.

Court Rules and Procedures Committee

Studies and develops suggested amendments to designated sets of court rules on a regular cycle of review. Performs the rules study function outlined in GR 9 and reports its recommendations to the Board of Governors. Appointment is for a two-year term.

Editorial Advisory Committee (EAC)

Editorial Advisory Committee members work with the editor and staff overseeing the publication of WSBA's official magazine, *NWLawyer*. This may include establishing guidelines and editorial policy, writing articles, securing content, identifying topics and issues relevant to members, identifying authors for content, contributing to the editorial calendar, reviewing articles, and advising on content-related issues. Appointment is for a two-year term.

Judicial Recommendation Committee (JRC)

Screens and interviews candidates for state Court of Appeals and Supreme Court positions. Recommendations are reviewed by the WSBA Board of Governors and referred to the state governor for consideration when making judicial appointments. Appointment is for a three-year term.

Pro Bono and Public Service Committee ([See detailed position description](#))

Researches and develops recommendations on how WSBA can continue to enhance a culture of service within the profession. The Committee collaborates with staff to work toward an increase in the percentage of lawyers engaged in public service. Interested in analyzing the scope and function of pro bono programs, policies and volunteer engagement? How about proposing and reviewing policy that affects lawyers' ability to serve the public? If you answered yes, we enthusiastically welcome your application. Appointment is for a two-year term.

Washington Young Lawyers Committee (WYLC) ([See detailed position description](#))

Works to actively engage new and young lawyers in the activities of WSBA, develops and conducts activities of value to new and young lawyers, and connects these lawyers to all WSBA resources. The WYLC comprises 18 members representing the interests of WSBA's 7,500 new and young lawyers . *Prerequisite:* Committee members must be a lawyer in practice fewer than five years or under the age of 36. Appointment is for a three-year term.

WSBA Diversity Committee ([See detailed position description](#))

Works to support implementation of the WSBA's Diversity and Inclusion Plan, support historically underrepresented groups to enter and stay in the profession, and raise awareness in the community through collaboration and coalition building. This Committee comprises members of the WSBA Board of Governors and the wider membership who work with staff to review, advise and implement policy, programs and activities of the WSBA that promote a culture of inclusion. Appointment is for a two-year term.

Regulatory Boards

Board of Bar Examiners ([See detailed position description](#))

Grades the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) answers for the Uniform Bar Examination (UBE), and produces the content for the Washington Law Component test under the direction of the Board of Governors, in accordance with the Admission and Practice Rules as approved by the Washington Supreme Court. Appointment is for a four-year term.

Character and Fitness Board

Deals with matters of character and fitness bearing on qualifications of applicants for admission and licensing to practice law in Washington, conducts hearings on the admission of any applicant, makes recommendations to the Board of Governors and Supreme Court, and considers petitions for reinstatement after disbarment. The Board comprises at least one lawyer from each congressional district and several at-large members. The Board generally meets one full day per month for hearings. Considerable reading and meeting preparation time are required. Each member writes at least one decision per year. *Prerequisite:* Board members must have been an active member of the WSBA for at least five years at the time of appointment. Applications are being accepted from District 2 and District 5, as well as for 2 at-large members (who can be from anywhere in Washington State). Appointment is for a three-year term.

Law Clerk Board ([See detailed position description](#))

Oversees the Law Clerk Program in accordance with Rule 6 of the Admission and Practice Rules, considers applications for enrollment in the program, follows the progress of law clerks, interviews and evaluates law clerks and tutors during the course of study, and certifies that law clerks have successfully completed the program and meet the educational requirement for the Washington State bar exam. The board meets one day six times a year. Members are appointed with consideration for the geographic distribution of law clerks in the program, a balance of those who completed the law clerk program and law school graduates, and other diversity factors. Appointment is for a three-year term.

Lawyers Fund for Client Protection (LFCP) Board

Pursuant to APR 15, reviews claims for reimbursement of financial loss sustained by reason of an attorney's dishonest actions or failure to account for client funds, decides claims up to \$25,000, and makes recommendations to the Board of Governors on claims for greater amounts. The Board meets four times a year. Appointment is for a three-year term.

Supreme Court Boards Administered by the WSBA

Access to Justice Board (ATJ Board)

Recognizing that access to the civil justice system is a fundamental right, the Access to Justice Board works to achieve equal access for those facing economic and other significant barriers. The ATJ Board has two open positions. If you have a demonstrated commitment to equal justice principles, please join us. Appointments are made by the Washington Supreme Court upon nomination of the Washington State Bar Association Board of Governors. The positions may be filled by an attorney or a person who is not an attorney. For additional information, visit <http://bit.ly/1vExSQ8>. Appointment is for a three-year term.

Disciplinary Board (D-Board)

Carries out the functions and duties assigned to it according to the Rules for Enforcement of Lawyer Conduct adopted by the Supreme Court. The full board meets three to six times a year, reviewing hearing officer decisions and stipulations. Three-member review committees meet telephonically at least an additional four times a year and review disciplinary investigation reports and dismissals. Considerable reading and meeting preparation are required. Applicants must submit a writing sample. *Prerequisites:* Board members must have been an active member of the WSBA for at least five years at the time of appointment and have no record of public discipline. Board members may not knowingly advise or represent individuals regarding pending or likely disciplinary grievances or proceedings. Board members are recommended by the WSBA Board of Governors in consultation with the Disciplinary Selection Panel and appointed by the Supreme Court. Appointment is for a three-year term.

Limited License Legal Technician (LLLT) Board

Oversees administration of, and compliance with, the Limited License Legal Technician Rule (APR 28) authorizing a new legal professional who meets certain educational and experience requirements to advise and assist clients in approved practice areas of law. The Board generally meets one day a month. Limited License Legal Technician Board members are appointed by the Supreme Court. Appointment is for a three-year term.

Limited Practice Board

Oversees administration of, and compliance with, the Limited Practice Rule (APR 12) authorizing certain lay persons to select, prepare, and complete legal documents pertaining to the closing of real-estate and personal property transactions. The board generally meets one

day every other month. Limited Practice Board members are appointed by the Supreme Court. Experience in the real estate field is required; applicants may be lawyers, LPOs or industry participants who are not lawyers. Appointment is for a four-year term.

Mandatory Continuing Legal Education (MCLE) Board

Legal professionals in the state of Washington must continue their legal education throughout their careers in order to remain eligible to practice law and the MCLE Board plays a critical role in defining and determining compliance with the minimum education requirements. The Board meets six times a year to consider MCLE policy issues and review requests from members, including requests for waiver and extension of time to meet their minimum education requirements, and holds hearings on denied member requests. In addition to attending what are usually half-day meetings, members should expect to spend several hours reviewing materials prior to the meetings. Individuals with diverse backgrounds, teaching experience, and technology skills are encouraged to apply. Appointment by the Supreme Court is for a three-year term.

Practice of Law Board

The Board educates the public about how to receive competent legal assistance, considers new avenues for people not authorized to practice law to provide legal and law-related services, renders Advisory Opinions, and refers non-frivolous complaints alleging unauthorized practice of law to appropriate authorities. The Supreme Court appoints members after considering nominations from the Practice of Law Board, the WSBA Board of Governors and other interested people and organizations. The Board has 13 members and at least four must be community representatives; lawyer members must be WSBA members on active status. Appointment is for a three-year term.

Panels

Adjunct Disciplinary Counsel (ADC) Panel

Panel members assist in carrying out the functions of the lawyer discipline system as needed pursuant to Rule 2.9 of the Rules for Enforcement of Lawyer Conduct (ELC). ADC volunteers may be asked to assist staff disciplinary counsel with the investigation of a grievance; serve as independent special disciplinary counsel in the investigation of a grievance or prosecution of a disciplinary case; provide staff disciplinary counsel with an outside opinion on an area of law; serve as a practice monitor following imposition of a disciplinary sanction or suspension; or consult with a lawyer under the terms of a diversion contract. Prerequisite: ADCs must have been an active attorney or judicial member of the WSBA for at least seven years at the time of appointment. Appointment is for a five-year term.

Disciplinary Selection Panel

The Disciplinary Selection Panel meets once a year to make appointment recommendations to the Board of Governors for hearing officers, disciplinary board members and conflicts review officers. Prior to the meeting, the Panel members review applications and may conduct telephone interviews to make candidate recommendations. Disciplinary Selection Panel members must be former Disciplinary Board chairs, former Disciplinary Board nonlawyer members, or former Hearing Officers. Appointment is for a three-year term.

Hearing Officer Panel

Serves as hearing officer for lawyer disciplinary matters, making evidentiary rulings, ruling on motions, conducting settlement conferences, and preparing written findings of fact, conclusions of law, and (as necessary) sanction recommendations according to strict deadlines. Annual training is required. Hearing officers are subject to the representation restrictions in ELC 2.14.

The Supreme Court appoints Hearing Officers upon recommendation of the Board of Governors in consultation with the Disciplinary Selection Panel. Applicants must submit a writing sample. *Prerequisites:* A hearing officer must be an active member of the WSBA, have been an active or judicial member of the WSBA for at least seven years, have no record of public discipline, and have experience as an adjudicator or advocate in contested adjudicative hearings. Please review the Rules for Enforcement of Lawyer Conduct, particularly ELC 2.5 to 2.6 and ELC Title 10, prior to applying.

Other Positions

Chief Hearing Officer. [See detailed position description.](#)

Conflicts Review Officer (CRO)

The Conflicts Review Officers (CRO), with support from the Office of General Counsel, are lawyers outside the discipline system who review and make initial (intake) determinations for grievances filed against disciplinary counsel and other lawyers involved in the discipline system. The CRO acts independently of disciplinary counsel and the WSBA. The CRO may dismiss, defer, or have a grievance assigned to special disciplinary counsel for further investigation. The Supreme Court appoints three CROs based on recommendations from WSBA's Board of Governors in consultation with the Disciplinary Selection Panel. *Prerequisites:* CROs must have prior experience as a Disciplinary Board member, disciplinary counsel, or special disciplinary counsel, and have no other role in the disciplinary system while serving as CRO. Additionally, CROs are subject to the ELC 2.14 restrictions on advising or representing individuals regarding pending or likely disciplinary grievances or proceedings. Please review ELC 2.7 before applying.

Records Request Appeals Officer (RRAO)

The Records Request Appeals Officer (RRAO) conducts any requested second-level review, following a first-level review by the Executive Director, of records disclosure decisions made by WSBA's public records officer in response to a records request. Review by the RRAO is informal and summary but, in the sole discretion of the RRAO, may include briefing and oral argument. Decisions of the RRAO are final unless the requestor asks for, and the Washington Supreme Court decides to grant, discretionary review. See Washington General Rule (GR) 12.4(h)(2) (Washington State Bar Association Access to Records). Although there are certain key differences between GR 12.4 and the Washington Public Records Act, RCW 42.56, lawyers with Public Records Act experience are encouraged to apply. Initial appointment is for one year, and may be followed by reappointment for two-year terms. Applicants must be active Attorney members of the WSBA.