WSBA**Sections**

FAQ:
How Section Leaders Can Use Membership Data

1. **May I have a roster of my current section members? What information will be included on the roster?** Yes, please send your request through the Sections Team. Available information for rosters includes: Bar number, name, primary mailing address, primary e-mail address, primary phone, and primary fax.

2. **What information about my section members is available?** You may review the following information about your members: Bar number, name, primary mailing address, primary e-mail address, primary phone, primary fax and individual demographic information (area of practice, years in practice, languages spoken, county).

3. **What information about my section members is not available?** You do not have access to the following information: Home contact/address information (unless listed as primary mailing address or primary contact number), individual confidential information, and confidential addresses.

4. **May I have a roster with an e-mail address for every one of our section members?** Yes, unless the member has confidential status in the database.

5. **May I find out more information about the attendees to our past CLE seminars so that I can better plan future seminars?** Yes, you can work with your Section Liaison to find out basic aggregate information about the attendees (e.g., years in practice, area of practice, section membership).

6. **I was contacted by the law school because they are putting on a CLE that will be of value to our members, can I give them our section roster for target marketing of the CLE?** No. Please refer them to Ken Bergenham (kenber@wsba.org) as they will need to purchase the list. E-mail restrictions will apply.

7. **Can I have a roster of members from another section if I have information that would be relevant to share with them from our section?** No. If you are offering a CLE you may purchase a list from Ken Bergenham. E-mail restrictions will apply. Typically, the Communications Department will market your CLE to certain practice areas that might find the CLE content of interest. You are welcome to request that another section market your CLE to their members; but you will need approval from the Chair of the section first. Similarly, for non-CLE events, you may contact another section to seek approval to have WSBA send an e-blast their members or to request that the section itself post a message on their section list serve.

8. **We want to do more outreach to our members who are senior lawyers in eastern WA, can you give me a customized roster so that we can do targeted outreach?** No, lists of individuals cannot be based on confidential information (see question 2). However, a list based on the number of years in practice can be supplied.

9. **Can I get a list of all Washington State lawyers who are in specific practice areas so that we can tell them more about our section and encourage them to join?** No. If you are offering a CLE you may purchase a list from Ken Bergenham. Email restrictions will apply.

10. **One of our members needs to change her e-mail address with the WSBA…who does she contact?** Log onto Mywsba.org or call our service center at 206.443.WSBA/1-800-945-9722.