



Chair E-Welcome Guide

ROLE OF THE CHAIR(S):

Recruiting and working with the faculty to create a complete/valuable educational experience is the main role of the Chair. Chairs are in charge of the following:

- Collaborate with Program Lead to plan the seminar
- Collaborate with Program Lead to develop program topics and schedule
- Recruit faculty to speak at program
- Assist faculty in developing presentations; assures program deadlines are met
- Moderate the session/guest faculty on the day of the seminar
- Optional: Speak on a particular subject

BASIC TIMELINE:

There are many back-end processes that are handled by my team – each item pushing to another. The earlier anything is done, the more successful the program will be – from marketing to presentation day.

Most important deadlines:

- Creating a schedule of topics and the day at a glance
- Getting guest faculty & program schedule finalized
 - **Marketing Materials Approved & Sent**
- Faculty Conference Call to discuss questions/format
- Courseware materials
- PPT, visuals, etc. for in-house/online presentation

OTHER ITEMS in Faculty Guide:

- A manuscript guide gives you an idea of what we are looking for with course materials.
- MCLE Credits for Faculty Q&A. Basic rule: 1 credit for 60 minutes of presentation prep – up to 10 credits. Credits only granted once per course title taught. Encourages necessary changes and updates in topic areas.

Here is the concise faculty recruitment piece to guide you in searching for potential guest faculty.

Recruitment Policies: For faculty recruitment, there are two Board of Governors' policies we apply.

1. Ethics and professionalism should be a part of each program we sponsor, insofar as appropriate to the subject matter. MCLE policies require identification of a specific time segment during the day as the ethic's component. Our attendees think ethics credits are important too, so if you can include ethical/diversity/professionalism considerations into the course, let us know the topic and the intended time to be devoted so we will include the ethics credit as part of our notice on this seminar to make it more attractive.
2. Women and minorities should be fairly represented on the faculties of WSBA seminars and we ask that you plan your speaker recruitment accordingly.
3. If your subject is within a practice area represented by a WSBA Section, contacting the chair of the section can bring some good suggestions. Their names, e-mail addresses and numbers are available by calling 206-443-WSBA or e-mailing: questions@wsba.org. Please contact me with confirmed speaker names and data as soon as you confirm them even if you don't have the whole list. If there are special arrangements with some faculty, such as only one faculty member doing the materials for a particular session, please let me know.

Benefits from WSBA CLE to Faculty: We appreciate the time and effort that faculty contributes to our seminars. Both you and all presenters receive a complimentary registration to this seminar and a copy of the course materials. We also invite you to select someone, such as a partner, associate, or client, to accept a complimentary registration to this program. A Complimentary Registration Form is enclosed.

Upon notification of names from you, we send welcoming letters to the faculty that explain these and MCLE credit benefits. As you recruit faculty, you may wish to mention these benefits as additional incentive for them to participate in the program and you may want to consider a faculty role for yourself, even as a panelist, to recapture credits for your pre-seminar preparation work.

In addition, we reimburse speakers for travel, lodging and meal expenses for our programs so it becomes easier to recruit faculty from a wider geographical area if appropriate presenters cannot be recruited from the presentation site locale. However, there are strict budgetary limits on these expenses and seminar budgets will vary from seminar to seminar based on such factors as expected attendance and the track record of similar programs. So please call me *before* recruiting faculty from outside the locale of the seminar site.

Thank you for volunteering your time and leadership to the legal community. We look forward to working with you.

Working Together to Champion Justice