WSBA**Sections**

WSBA Section Support & Per Member Charge (PMC)

Background:
In order to ensure the viable and active operation of its sections, the WSBA provides a broad spectrum of support and services. Types and volume of services vary across all 27 sections, and vary per section year by year. The table below provides an overview of the types of services and how the WSBA allocates costs associated with supporting sections.

Category	Amount
Direct Staffing Costs– 3.10 FTEs in FY14 Includes salary, benefits, and overhead for FTEs in direct support of sections. Direct support includes activities such as: • Acting as internal advocate and point of contact for sections. • Providing tools and resources to section leaders for management of section business such as: annual work plan development; succession planning; budget development; reviewing monthly financial reports; providing monthly statistical reports; monitoring compliance with by-laws and WSBA policies; facilitating by-law amendment process; and sharing best practices across sections. • Coordinating section elections. • Performing administrative tasks such as: processing expenses; event planning, room scheduling, and contracting. Providing support to marketing & communications activities such as: updating individual web pages (160 total); reviewing and processing section newsletters & e-blasts; coordinating printing & mailing for non-CLE events; and disseminating general information to/among sections. • Paying Section expenses (accounting staff) and production services (production staff). **Sections Administration & Overhead Costs** Includes costs for the annual dues statement and general section administration costs.	**$282,421.00*** *(*In recent years, WSBA calculated the PMC to cover 75% of this figure. Starting in FY13, 100% of this amount will be covered by the PMC per BOG decision.)*
Legislative Assistance Includes assistance and lobbying on section-specific bills and actions.	Not included in PMC
Section Membership Dues Processing Including dues and data processing for approximately 15,550 section members (rosters, demographics, etc).	Not included in PMC
Other FTEs and Infrastructure Support for *Section-Specific Business* Includes personnel from Communications, General Counsel, Membership Records, and Accounting. Includes remaining infrastructure re: membership database, accounting records, e-blast & listserve systems.	Not included in PMC

These costs are allocated equally across all sections via the FY14 Per Member Charge of $17.75/per member

These costs are not allocated to the sections but are subsidized through other funding mechanisms.