



Sections of the Washington State Bar Association



Welcome to SectionLand and the 2009-2010 Year!

We welcome you to the 2009-2010 program year! For most of WSBA's 27 sections, the beginning of October heralds a change of leadership with a new program year ahead. You will often hear reference to the next 12 months between October 1, 2009, and September 30, 2010, as "fiscal year 10" or "FY 10" and sometimes as the "2009-2010 membership year."

This is the first issue of SectionLand, a quarterly newsletter developed for the leadership of the WSBA sections.

This inaugural 2009 issue focuses on information which we believe will be

“ I believe that for the people who get involved in WSBA - either by serving on a committee, board, task force or taking a leadership role in a section - all receive both professional and personal benefits through their service. ”

Salvador "Sal" Mungia
WSBA President

Bar News, October 2009

Checklist – Beginning Your Term

As with the first day of class, there are key pieces of information that you need at the beginning of the term of office. For your checklist, you'll want to ensure that the following information is provided and reviewed by your Executive Committee:

1. Executive Committee roster * and e-mail distribution list
2. Budget for FY 10 *
3. Bylaws *
4. Work plan for coming year
5. WSBA-assigned conference-call codes
6. WSBA Section Fiscal Policies and WSBA General Reimbursement Policy
7. Reimbursement of expenses; WSBA [Expense Report](#) form
8. Each Executive Committee member's section membership is current

* Information posted on your section's web page.



WSBA "Go To" Staff for Sections

Toni Doane, Section Leaders Liaison, and Paris Seabrook, Sections Assistant, are here to provide a variety of support and services.

Contact Toni...

For general section business matters and operations which might include your budget, bylaws, elections, Executive Committee matters and a plethora of issues and needs that tend to crop up.

Contact Toni at tonid@wsba.org or 206.727.8293.

Contact Paris...

For needs and requests regarding your website, list serve and newsletter production. Contact Paris at pariss@wsba.org or 206.733.5944.

Don't hesitate to contact either of us for requests such as a current section membership roster or membership count and those not-sure-who-to-contact questions.

The Money

Section budgets for FY10 were approved by the Board of Governors at their September 2009 meeting and are posted on each section's web page. On the expense side, the section is responsible for staying within the amount budgeted for each activity.

Monthly Financial Report

A financial report for the prior month is emailed to the section chair, chair-elect, and treasurer - usually during the third week of the current month. However, for the first quarter of the new fiscal year, there is a delay in receiving the October and November reports due to the close-out of the prior fiscal year. Sections will receive the September financial report for 2008-2009 (FY 09) in December, which also serves as the fiscal year-end report. The October and November reports for FY 10 should also be available in December.



Visit Paris Anytime!

Yes, it's true! You can visit Paris Seabrook anytime you have needs or questions regarding your sections web page, list serve or newsletter. As the Sections Assistant, she manages a variety of tasks and is the go-to person for website postings and updates, members-only list serves, and the production of newsletters. You can visit Paris at 206.733.5944 or pariss@wsba.org. She is also happy to meet with you in person to initiate or revamp your section's communication tools.



Your Web Page Window

Your section's web page is a window for your members and others to look into to find out what's happening with your section. Paris Seabrook handles postings and updates. Each section should designate a member of the Executive Committee to serve as the web page point person. Primary information available on each section's web page includes:

- Executive Committee roster
- Bylaws
- Events calendar
- Budget
- Annual Report



The content of your web page is the section's responsibility. To submit updates, additions, or edits to your web page, simply email Paris at pariss@wsba.org to begin the process.

A couple of helpful hints to increase viewers to your web page are to make it relevant and current, update it frequently, and use the page to bring together information from various sources into one area for your members.

Once your web page is updated, work on getting the word out about this great resource!

Member List Serve

The majority of sections have a members-only list serve. The current program used by WSBA is called Lyris. As a user-friendly resource, your section's list serve can be an invaluable and quick tool to establish and enhance communication within your membership!

Section Membership

To request a current section membership roster and/or membership count, contact Toni Doane or Paris Seabrook.

Most people who intend to join a section do so between October and December. Individuals may join by returning a section membership form mailed in October, or online, through *MyWSBA*. WSBA Service Center staff are also available to assist with joining a section. Contact the WSBA Service Center at 800.945.WSBA, 206.443.WSBA, or questions@wsba.org.

In accordance with the WSBA Bylaws, a law student may join any section for a standard dues amount. For 2009-2010, law student dues are \$12.

If meeting the admittance timeline for the 2009-2010 membership year, a new admittee is eligible to join the section at no cost. Additional information can be found on the [website](#).

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