

# WASHINGTON STATE BAR ASSOCIATION

## CHARTER Long Range Strategic Planning Council

*(Adopted by the WSBA Board of Governors on April 17, 2021; amended September 24, 2021)*

### Background

The work delegated to the WSBA Long Range Planning Committee, as chartered in 1999, was tied directly to the 1999-2003 Strategic Plan and based on organizational and structural assumptions that are no longer current. The nature of WSBA’s strategic planning has evolved significantly since the Committee’s inception, and since 2007 the Committee has convened under the title “Strategic Planning Committee.” It is appropriate for the Board’s policymaking efforts to include focused development and implementation of durable organizational goals and objectives. For these reasons, the Board hereby withdraws the 1999 Long Range Planning Committee Charter and adopts this Charter to replace it. The Committee is reclassified as a Council under the WSBA Bylaws and renamed the Long Range Strategic Planning Council to better describe its purpose and to conform to recent practice.

### Council Purpose

The Long Range Strategic Planning Council develops and makes recommendations to the Board of Governors for adoption of Organizational Goals and Objectives, together with policy-level recommendations for their implementation, subject to the following guidelines.

- The Council shall communicate to members and the public about the planning process and seek input.
- The Council shall provide timely updates to the Board of Governors and the Budget and Audit Committee about development of new Organizational Goals and Objectives and recommendations for modification of existing Goals and Objectives.
- The Council shall strive to ensure that its recommended Organizational Goals and Objectives are **specific, measurable, attainable, relevant** (to the WSBA’s mission and purpose), and **time-bound**. In addition, recommended Organizational Goals and Objectives must be consistent with WSBA’s organizational parameters as defined in General Rule 12.

### Timeline

The Council shall be convened on an annual basis in alignment with WSBA’s fiscal year. It shall submit an annual report to the Board setting forth its recommendations not later than August 1 of each year. It shall submit preliminary recommendations and fiscal projections to the Board of Governors at or before May 1 of each year for the purpose of integration into the organization’s budget planning.

Every three years, the Council should conduct an in-depth review of existing Organizational Goals and Objectives to evaluate their ongoing viability and develop recommendations for new Goals and Objectives as appropriate. In other years, the Council's focus should be on measuring progress and determining whether existing Goals and Objectives, the strategies for their implementation, and/or the timeline for their completion, should be modified.

### **Council Membership**

The President, who shall serve as chair, shall have discretion to appoint voting members, and is encouraged to consider participation from the following:

- The President-Elect
- A first-, second-, and third-year governor
- An at-large governor
- The WSBA Treasurer
- The WSBA Immediate Past President
- The Diversity Committee
- The Young Lawyers Committee
- Local and specialty bar associations
- WSBA staff serving in a regulatory capacity
- WSBA Sections, Committees and other entities, and members not otherwise serving on WSBA entities
- Members of the public who are not licensed to practice law.

The Council shall consist of at least twelve and no more than 15 voting members, in addition to the President. The term of appointment for membership on the Council is three years. Terms of appointment shall be staggered to ensure continuity on the Council, with one-third of the positions being appointed each year. Inaugural positions should be filled by appointing one-third of the members to one-year terms and one-third of the members to two-year terms, as designated by the President, to permit as equal a number of positions as possible to be filled each year.

The Executive Director shall serve on the Council as a non-voting member and will designate a WSBA staff liaison.

In accordance with WSBA Bylaws, selection of persons to be appointed to the Council will be made by the President with confirmation by the Board of Governors. Bylaw Article IX.C is appended to this charter for ease of reference.

## **APPENDIX**

**WSBA BYLAWS ARTICLE IX.C** (as adopted on September 24, 2010, with amendments approved by the Board of Governors through October 7, 2020)

### **IX.C COUNCILS**

1. Councils are created and authorized by the BOG to serve as advisory committees to the BOG on matters and issues of particular import to the Bar.
2. Nominations to councils are made as set forth in the council's charter or originating document, and are confirmed by the BOG. Except as may be specifically required under the council's charter or originating document, council members are not required to be members of the Bar.
3. Terms of appointments to councils will be as set forth in the council's charter or originating document.
4. Each council will carry out the duties and tasks set forth in its charter or originating document.
5. Each council must submit an annual report, and such other reports as may be requested, to the BOG or Executive Director.
6. Bar staff will work with each council to prepare and submit an annual budget request as part of the Bar's budget development process.