

## **Adjunct Disciplinary Counsel Volunteer Position Description**

The Adjunct Disciplinary Counsel (ADC) Panel is a group of WSBA members appointed to assist the Office of Disciplinary Counsel (ODC) in carrying out the functions of the lawyer discipline system as needed pursuant to Rule 2.9 of the Rules for Enforcement of Lawyer Conduct (ELC).

**Position overview:** ADC volunteers may be asked to:

- assist staff disciplinary counsel with the investigation of a grievance;
- serve as independent special disciplinary counsel in the investigation of a grievance or prosecution of a disciplinary case;
- provide staff disciplinary counsel with an outside opinion on an area of law;
- serve as a practice monitor following imposition of a disciplinary sanction or suspension; or
- consult with a lawyer under the terms of a diversion contract.

Appointment is for a 5-year term.

**Time commitment:** Time commitment varies depending on the complexity of the assignment. Some travel may be required to carry out duties.

**Requirements:**

- 7 years WSBA active attorney or judicial membership
- No record of disciplinary action

**Preferred qualifications and skills:** Experience in internal investigation of wrongdoing and/or law practice management supervision is helpful but not necessary.

**Benefits:** Volunteers have an opportunity to learn more about the discipline system and assist ODC in fulfilling its obligations to administer an effective system of discipline, protect the public, and ensure the integrity of the profession.

**Reimbursement policy:** This is an unpaid volunteer position. Expenses may be reimbursed according to terms of a standard special disciplinary counsel agreement.

**Selection and appointment process:** Appointments are made by the Board of Governors upon recommendation of the Chief Disciplinary Counsel.

**For further information:** See [www.wsba.org/Legal-Community/Committees-Boards-and-Other-Groups/adjunct-disciplinary-counsel-panel](http://www.wsba.org/Legal-Community/Committees-Boards-and-Other-Groups/adjunct-disciplinary-counsel-panel).

**How to apply:** See instructions at [www.wsba.org/joincommittee](http://www.wsba.org/joincommittee). Questions about the application? Email [barleaders@wsba.org](mailto:barleaders@wsba.org).