WASHINGTON STATE
BAR ASSOCIATION

WSBA Young Lawyer Liaison to Administrative Law Section
Volunteer Position Description

Deadline: June 27, 2022 at 5:00 p.m.

The WSBA Young Lawyer Liaison (YLL) to Sections Program creates an opportunity for a WSBA section and new or young lawyers to focus on strengthening the connection between a specific section and the new and young lawyer community. In collaboration with the section, YLLs bring their perspective and connections to building educational programming, events, and other section activities tailored to new and young lawyer members.

Position overview:

Responsibilities include:

- Be prepared to provide report on Washington Young Lawyers Committee (WYLC) activities at each executive committee meeting
- Work with WSBA New Member Education program on behalf of the section
- Recruit new and young lawyers to join the section
- Collaborate with other executive committee members to plan social functions
- Collaborate with other executive committee members to plan continuing legal education (CLE) seminars
- Collaborate with other executive committee members to plan mentorship events
- Participate in section subcommittees
- Solicit and/or contribute articles for the section newsletter
- Act as leader for specific projects & tasks that may come up throughout year
- Other responsibilities as Liaison may choose
- The Section is open to the YLL being involved in many ways, depending on the YLL's interests. Commitment is approximately 1-2 hours per month, but flexible depending on YLL's availability

The YLL will serve as a voting member of the section's executive committee.

Time commitment:

- Appointment is for a two-year term, beginning October 1, 2022 and ending September 30, 2024.
- Liaisons are expected to attend the Liaison orientation held virtually on Monday, September 26 at 11:00 AM.
- Attend section executive committee meetings, and additional meetings as needed.
- There is an estimated additional 3-5 hours of section work per month.

Requirements: YLLs must meet the WSBA young lawyer criteria on the start date of their term (October 1, 2022). Active members of the Bar shall be considered "young lawyers" until whichever occurs later:

- the last day of December of the year in which the member attains the age of 36, years, or
- until the last day of December of the fifth year after the year in which such member was first admitted to practice in any jurisdiction.

While serving in this position, YLLs must be a member of the section (section membership dues will be paid for by WSBA New Member Programs).

Preferred qualifications and skills:

- Dependability and accountability
- Collaboration and team work
- Problem-solving ability
- Experience volunteering with the section
- Experience developing new lawyer programs or benefits
- Connection to local young lawyer divisions (YLDs) or other new lawyer networks

Benefits:

- Helping shape new lawyer programming within WSBA sections
- Leadership development
- Networking
- Increased knowledge of and access to WSBA resources for new lawyers
- Membership to Administrative Law Section at no cost to the YLL

Reimbursement policy: This is an unpaid volunteer position. The section will reimburse the YLL's expenses for:

- Participating on the executive committee and in events on a case-by-case basis with prior approval of executive committee

Selection and appointment process: The section executive committee reviews applications and selects a preferred and alternate candidate for appointment to the YLL position. All YLL applicants will be notified of appointment decisions in August 2022.

For more information: See https://www.wsba.org/for-legal-professionals/new-members/wsba-young-lawyer-liaisons-to-sections

How to apply: Visit the WSBA Young Lawyer Liaisons to Sections webpage to apply. The application deadline is June 27, 2022. Questions about the application? Email newmembers@wsba.org.