

## **Limited License Legal Technician Board Volunteer Position Description**

The Limited License Legal Technician (LLLT) is Washington's newest legal professional and the LLLT license is the first license of its kind in the country. LLLTs can provide limited legal assistance and advice in approved practice areas of law. The LLLT Board is responsible for developing and recommending to the Washington Supreme Court general policy and requirements for the LLLT license. The board works to expand the license into new practice areas, works with educators to develop and provide the education required for one to become a LLLT, and works with subject matter experts to write and grade the LLLT practice area examinations and LLLT ethics examination. The board also plays a role in the LLLT discipline system. The board members act as ambassadors of the LLLT license for the broader legal profession and the public.

**Position overview:** LLLT Board members have a unique opportunity to help shape a new legal practice. Board members contribute significant time both through monthly Board meetings and through independent work doing research, outreach, and planning for the license's continued growth. All Board members serve on some of the Board's ten committees. This work may include activities such as helping to develop new practice areas for the license; developing, reviewing, and grading LLLT exams; revising Rules of Professional Conduct; or reviewing applications from schools seeking approval to provide the required core education for LLLT applicants. All Board members must sign a confidentiality agreement. Appointment is for a 3-year term.

Meetings are held at the WSBA office in Seattle. In-person attendance is strongly encouraged; conference call and remote video options are available. Additionally, the Board meets annually with the Supreme Court in Olympia.

**Time commitment:** The LLLT Board meets as a whole monthly for approximately three hours. Various committees made up of Board members and other volunteers meet as needed; usually for two to three hours prior to the monthly board meeting. Board members should plan to serve on committees. Review of meeting materials and meeting preparation may require another three hours monthly.

**Requirements:** Applicants must be Active WSBA members, Judicial members, Emeritus members, or members of the public.

**Preferred qualifications and skills:** The LLLT Board needs members with a broad area of skills and experiences. Experience with program planning, adult education, marketing, legal practice, exam writing, technology and process automation, business management, legal aid, and access to justice reform are all valuable. Members must be able to work effectively both independently and as part of a team.

**Benefits:** Board service provides a valuable public service role in helping to develop and expand the LLLT license which seeks to increase access to legal services for Washington residents.

**Reimbursement policy:** This is an unpaid volunteer position. Reasonable expenses incurred in relation to the Board's work including travel to and from meetings will be reimbursed per the WSBA Expense Reimbursement Policy.

**Selection and appointment process:** Candidates are vetted by the LLLT Board's Nomination Committee, which makes recommendations to the LLLT Board. Recommendations are provided to the WSBA Board of Governors for its information, and to the Supreme Court which makes the appointments.

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

**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).