



Washington Young Lawyers Committee

Washington Young Lawyers Committee | Seattle, WA
Saturday, October 1, 2016 | 9:00 a.m. – 2:00 p.m.

Orientation Packet Materials Overview:

Introduction materials:

- Meeting Agenda – updated Pg. 1
- WYLC Roster Pg. 2
- August 2016 Meeting minutes Pg. 4

WSBA Overview and Information:

- WSBA Mission Statement and Goals Pg. 6
- WSBA Entities Handout Pg. 7
- Board, Committee, Council and Panels Duties of Chair, Staff Liaison, and Board of Governor Liaisons Pg. 8
- WSBA Committee and Boards Policy - updated Pg. 12
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Information about the WYLC:

- WYLC 2016 Annual Report with 2017 Goals Pg. 22
- WYLC Subcommittee Member Roles & Responsibilities Pg. 26
- WYLC District Composition Pg. 27
- WYLC FY 2017 Timeline Pg. 28
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Sample WYLC Forms and Templates:

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- Quarterly Contact Template Pg. 35
- WSBA Expense Report Pg. 37

Materials for October Meeting Workshops:

- Draft WYLC Members Roles & Responsibilities Document Pg. 39
- Draft FY 2017 WYLC Subcommittee Proposal Pg. 45

Additional reports and materials submitted – updated

- Jacob Brennan's ABA Scholarship Post-Conference Questionnaire Pg. 47
- Ryan Bedford's report on hosting an outreach CLE event Pg. 49



Washington Young Lawyers Committee

Washington Young Lawyers Committee | Seattle, WA

Saturday, October 1, 2016 | 9:00 a.m. – 2:00 p.m.

Conference Call Option Available: 1.866.577.9294 | Participant Code: 57240

Executive Committee Conference Call Code will be emailed to WYLC members who RSVP by phone

AGENDA

| | | |
|------------|--|---|
| 9:00 a.m. | Closed Executive Session (Separate conference call line) | Sean Davis & Paula Littlewood |
| 10:00 a.m. | Welcome, Introductions and Approval of Minutes | Helen Ling & Paul Webber |
| 10:15 a.m. | WSBA's Mission, Strategic Goals & Entities, and the Future of the Legal Profession | Paula Littlewood WSBA Executive Director |
| 11:45 a.m. | WYLC Background and Mission | Ana Selvidge WSBA Staff |
| 12:00 p.m. | Break and Serve Lunch | |
| 12:15 p.m. | Overview: WSBA FY17 Policies, Timeline and Priorities | Lynda Foster WSBA Staff Liaison to WYLC |

Moving Forward: Washington Young Lawyer Committee

| | | |
|------------|---|-----|
| 12:45 p.m. | WYLC Member Roles & Responsibilities Breakout Sessions | All |
| 1:15 p.m. | Subcommittee Proposal & Next Steps Work Session | All |
| 2:00 p.m. | Adjourn | |

FY 2017 WYLC Schedule

(2 meetings will be held outside Seattle)

| | | |
|------------------|---------------------------------|-----------------------|
| October 1, 2016 | Meeting: 9:00 a.m. – 2:00 p.m. | WSBA Offices, Seattle |
| December 3, 2016 | Meeting: 10:30 a.m. – 3:00 p.m. | TBD |
| February 4, 2017 | Meeting: 10:30 a.m. – 3:00 p.m. | TBD |
| April 1, 2017 | Meeting: 10:30 a.m. – 3:00 p.m. | TBD |
| June 10, 2017 | Meeting: 10:30 a.m. – 3:00 p.m. | TBD |
| August 5, 2017 | Meeting: 10:30 a.m. – 3:00 p.m. | TBD |



Washington Young Lawyers Committee

2016-2017 Committee Roster

| | |
|--|--|
| Vacant, Chair | Paul Webber, Chair-elect paul@wblawfirm.com Woods & Brangwin PLLC PO Box 4378 Wenatchee, WA 98807 509.663.3915 Term: 10/1/2014 – 9/30/2017 |
| Helen Ling, Past Chair helen@ling-liang.com Ling & Liang, PLLC 671 S Jackson St, Suite 201 Seattle, WA 98104 206.430.5087 Term: 10/1/2015 – 9/30/2017 | Jacob Brennan jbrennan@lukins.com Lukins & Annis, PS 717 W Sprague Ave, Ste 1600 Spokane, WA 99201 (509) 455-9555 Term: 10/1/2016 – 9/30/2019 <i>At-Large</i> |
| Kjersti Stroup kjerstistroup@gmail.com Dfi-Securities Division PO Box 9033 Olympia, WA 98507 425.501.3826 Term: 10/1/2014 – 9/30/2017 <i>At-Large</i> | Mike Mocerì mike@mocerilaw.com The Law Office of Mike Mocerì PO Box 111804 Tacoma, WA 98411-1804 888.510.1804 Term: 10/1/2015 – 9/30/2018 <i>At-Large</i> |
| Jakob McGhie jakob@centralialaw.com Althausen Rayan Abbarno, LLP 114 W Magnolia St. Centralia, WA 98531-4316 360.736.1301 Term: 10/1/2015 – 9/30/2018 <i>Greater Olympia Region</i> | Whitny Norton whitny@pyklawyers.com Piskel Yahne Kovarik PLLC 522 W Riverside Ave., Ste. 410 Spokane, WA 99201-0519 509.321.5930 Term: 10/1/2014 – 9/30/2017 <i>Greater Spokane Region</i> |
| Kim Sandher kim@raoandpierce.com Rao & Pierce, PLLC 2411 14 th Ave. S Seattle, WA 98144-5014 206.721.8880 Term: 10/1/2015 – 9/30/2018 <i>King County</i> | Alice Bagirova alice@northwestlawgroup.com 4584 144th Ave SE Bellevue, WA 98006 (734) 606-9529 Term: 10/1/2016 – 9/30/2019 <i>King County</i> |
| Andrew Van Winkle abvw@uw.edu Chelan County Prosecutor's Office PO Box 2596 Wenatchee, WA 98201 (509) 667-6271 Term: 10/1/2016 – 9/30/2019 <i>North Central Region</i> | Sarah Fleming sarah@sarahfleminglaw.com Fleming Law Firm, PLLC 720 Main Street, Suite 230 Mount Vernon, WA 98273 360.848.8448 Term: 11/17/2014 – 9/30/2017 <i>Northwest Region</i> |

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|---|--|
| Geoff Arnold geoffalanarnold@gmail.com PO Box 668 Cosmopolis, WA 360.591.6249 Term: 10/1/2015 – 9/30/2018 <i>Peninsula Region</i> | Russell Knight rknight@smithalling.com Smith Alling PS 1501 Dock St. Tacoma, WA 98402-3209 253.627.1091 Term: 10/1/2014 – 9/30/2017 <i>Pierce County</i> |
| Colin McMahon cmcmahon@everettlaw.org Everett Law Group 3232 Oakes Ave Everett, WA 98201 (425) 512-9731 Term: 10/1/2016 – 9/30/2019 <i>Snohomish County</i> | Ryan Griffie ryan@lbplaw.com Larson Berg & Perkins 105 N. 3 rd St. Yakima, WA 98901-2704 509.457.1515 Term: 10/1/2015 – 9/30/2018 <i>South Central Region</i> |
| Derek Johnson derek@gravislaw.com 710 George Washington Way, Ste A PO Box 840 Richland, WA 99352 (509) 380-9102 Term: 10/1/2016 – 9/30/2019 <i>Southeast Region</i> | Chelsie Elliott celliott@navigatelawgroup.com Navigate Law Group 101 E 8th St, Ste 260 Vancouver, WA 98660 (360) 216-1098, Ext 205 Term: 10/1/2016 – 9/30/2019 <i>Southwest Region</i> |

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|--|--|
| Sean Davis, BOG Liaison smvd.esq@gmail.com Pierce County Prosecutor's Office 955 Tacoma Ave. S., Ste. 301 Tacoma, WA 98402-2160 253.798.6514 WSBA Board of Governors, At-Large | Lynda Foster lyndaf@wsba.org Washington State Bar Association Advancement Department 1325 4 th Ave., Ste. 600 Seattle, WA 98101 206.733.5905 |
| WA Young Lawyers Committee List Serve | wylcommittee@list.wsba.org |
| WSBA New & Young Lawyers List Serve | newlawyers@list.wsba.org |

| FY 2017 WYLC Schedule (2 meetings will be held outside Seattle) | | |
|---|---------------------------------|-----------------------|
| October 1, 2016 | Meeting: 9:00 a.m. – 2:00 p.m. | WSBA Offices, Seattle |
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Washington Young Lawyers Committee

Meeting Minutes

August 20, 2016 | 9:30 a.m. – 2:00 p.m. | Seattle

Draft

Present: Helen Ling, Kailin James, Vincent Humphrey, Geoff Arnold, Laura Hartless, Jeff Johnson, Russell Knight, Meredith Long, Whitney Norton, Kim Sandher, Paul Webber, Mike Mocer, and Omar Nur

Phone: Jakob McGhie and Ryan Bedford

Absent: Ryan Griffie (excused), Kjersti Stroup (excused), Sarah Fleming (excused), and Trent Latta (excused)

Bog Liaison: Sean Davis

Guest: Jordan L. Couch

WSBA Staff: Lynda Foster, Kelly Nee

Welcome, Introductions & Approval of Minutes: (Helen)

Helen Ling opened the meeting and lead introductions of committee members at 9:33 AM.

Helen motioned to adopt April and June Meeting minutes. The motion passed unanimously.

Subcommittee Updates:

Awards/Recognition Subcommittee: (Vincent)

The Committee discussed how it is able to recognize the five Public Service and Leadership award winners. The original proposal included writing an article for the Sept/Oct NW Lawyer magazine, but the Awards and Recognition subcommittee was unaware of the timeline to be included in the magazine began over four months in advance of publishing and missed the deadline. The new proposal is to use the NW Sidebar blog to write an article highlighting award winners. The committee discussed how to set a timeline in FY 2017 so that the award winners would be included in NW Lawyer and whether or not they can publish an article later than intended for FY 2016 award winners. Vincent Humphrey motioned to approve the five subcommittee nominations for the Public Service and Leadership Award, Laura Hartless seconded the motion and it passed unanimously. The five award winners are: Elizabeth Hendren, Emily K. Arneson, Kim-Khanh T. Van, Michael R. Addams, and Rachel Bryant.

RRR: (Meredith)

Meredith Long has been working to stay in contact with the Oregon lead for the Recruitment, Retention, and Retirement conference. Planning has not begun in earnest yet. Meredith is transition off the WYLC and she will connect the next chair of the RRR subcommittee to the Oregon contact and will stay involved on the subcommittee.

Incubator subcommittee: (Mike)

The incubator subcommittee has completed a landscape analysis of incubator programs through America. Mike Mocer presented on the subcommittee findings and led a discussion about where the work of the subcommittee can go next. The committee discussed problems new and

young lawyers face, employability and access to justice. Mike explained the three models for incubator program: law school model, bar association model, and a private model. The committee agreed they were interested in pursuing a three year timeline for creating an incubator program in Washington: research (completed this year), development (in FY 2017), and implementation (into the future).

Diversity Presentation (MCLE Accredited): (Robin)

Robin Nussbaum gave a diversity presentation to the Committee, presenting on and leading discussion about implicit bias and some methods for being considerate of diversity and inclusive.

BOG Liaison Report: (Sean)

Sean Davis informed the committee of the upcoming special BOG meeting on Aug 23, and the topics it would be covering. The Committee discussed the WSBA budget, including increased BAR fees and cost saving measures over past years. Sean encouraged Committee members to contact him with additional questions or concerns.

Looking Ahead: FY 2017 Planning Work Session: (Kailin/all)

Kailin James led a conversation around how the work of the WYLC will be structured going into the next fiscal year. Mike Mocerri spoke about his subcommittee work and raised the idea of fewer subcommittees so that work can be focused around big projects like what the Incubator Subcommittee is tackling. The Committee discussed how to use subcommittees to complete their work and achieve the goals outlined in their annual plan. The Committee agreed that it would be useful to have a master calendar of subcommittee meetings next year to help committee members with scheduling and other new and young lawyers have access to joining subcommittee meetings.

The committee discussed each subcommittee and its ongoing work. Kailin led discussion with subcommittee chairs to brainstorm ways subcommittees could be removed or consolidated. Lynda Foster suggested the conversation be continued at a future meeting, focused around what work the committee would like to do and how best it could be structured.

Other Announcements & Outgoing Member Recognition: (Helen/All)

Helen Ling thanked outgoing members for their years of service. Vincent Humphrey shared the awards with outgoing members. Outgoing members spoke about their time on the committee and their thoughts about its future.

Additional comments:

Whitny Norton announced September 22 event with MentorLink. Asked members to consider partnering with a WSBA program if there's a project or goal that needs to get done that a WSBA program could help facilitate.

Meeting adjourned

Helen motioned to adjourn meeting 1:59.

MISSION

The Washington State Bar Association's mission is to serve the public and the members of the Bar, ensure the integrity of the legal profession, and to champion justice.

GUIDING PRINCIPLES

The WSBA will operate a well-managed association that supports its members and advances and promotes:

- **Access to the justice system.**
Focus: Provide training and leverage community partnerships in order to enhance a culture of service for lawyers to give back to their communities, with a particular focus on services to underserved low and moderate income people.
- **Diversity, equality, and cultural understanding throughout the legal community.**
Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority lawyers in our community.
- **The public's understanding of the rule of law and its confidence in the legal system.**
Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.
- **A fair and impartial judiciary.**
- **The ethics, civility, professionalism, and competence of the Bar.**

MISSION FOCUS AREAS

PROGRAM CRITERIA

Ensuring Competent and Qualified Legal Professionals

- Cradle to Grave
- Regulation and Assistance

Promoting the Role of Lawyers in Society

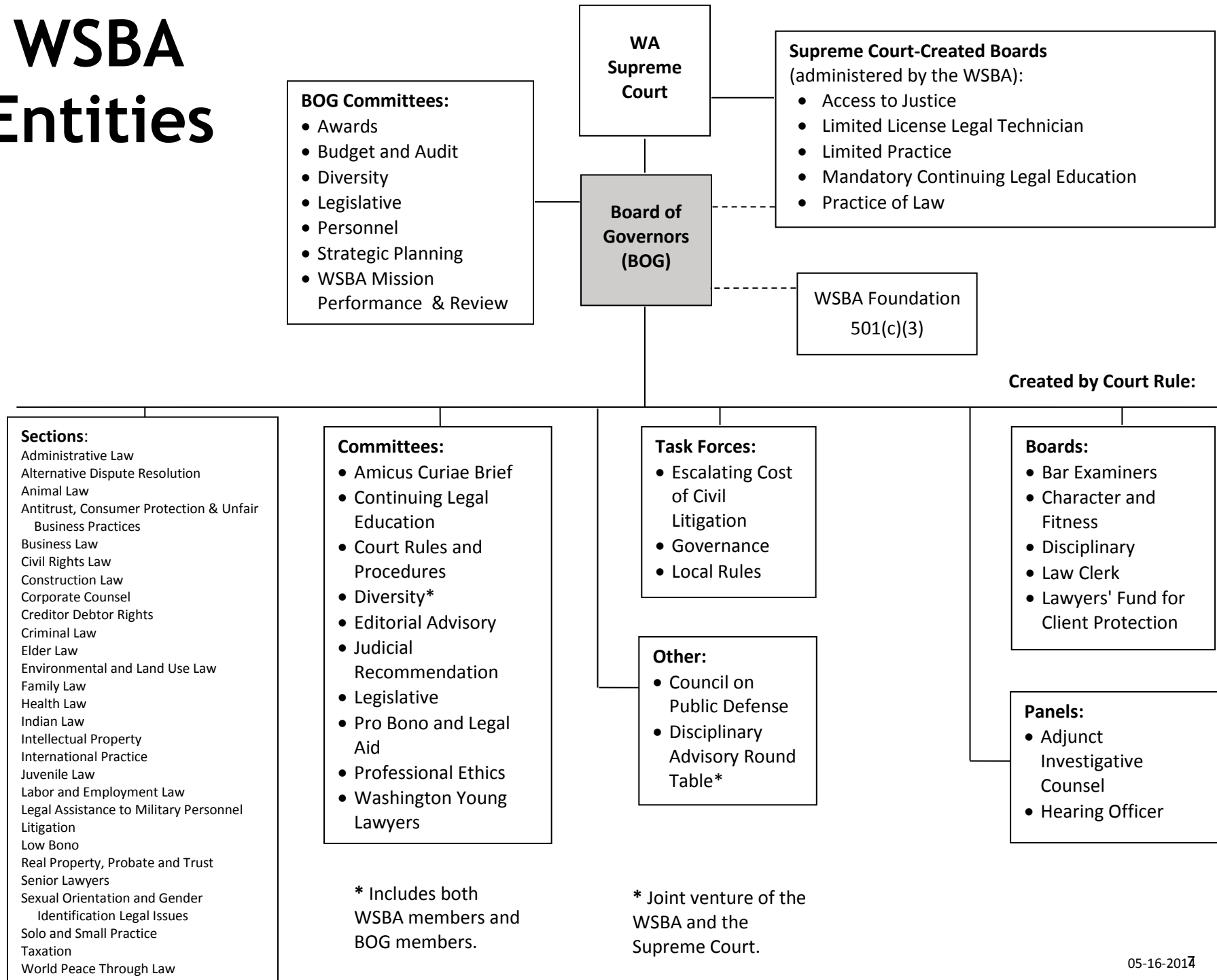
- Service
- Professionalism

- Does the Program further either or both of WSBA's mission-focus areas?
- Does WSBA have the competency to operate the Program?
- As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?
- Is statewide leadership required in order to achieve the mission of the Program?
- Does the Program's design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?

2013 – 2015 STRATEGIC GOALS

- Prepare and equip members with problem-solving skills for the changing profession.
- Foster community with and among members and the public.
- Promote equitable conditions for members from historically underrepresented backgrounds to enter, stay and thrive in the profession.
- Support member transitions across the life of their practice.

WSBA Entities





WSBA

WASHINGTON STATE BAR ASSOCIATION

Boards, Committees, Councils and Panels Duties of Chairs, Staff Liaisons, and Board of Governors Liaisons

Preamble

The work of the various boards, committees, councils, and panels of the Washington State Bar Association (WSBA) is critical to the ongoing vitality of the organization and profession. In order to help facilitate the work of these bodies, outlined below are the duties for the committee chair, staff liaison, and Board of Governors liaison. Coordination between these three participants is critical to the overall success and functioning of these entities. (Note: For ease, the term "committee" is used below to refer to boards, committees, councils, and panels.)

Role of the Committee Chair

The function of the committee chair is to guide the committee in its work consistent with the WSBA policies and strategic plan and as outlined by the scope of the work and charge of the committee. The chair must be sufficiently informed to interact knowledgeably with other committee members and WSBA staff.

Responsibilities of the chair include:

- With staff, develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- With staff, become familiar with all aspects of the WSBA, the committee's work, including the committee's purpose, prior work product, and current budget and activities.
- With staff, develop agendas, set meeting dates, and conduct committee meetings.
- Review all materials and attend all meetings. Exercise leadership and communicate clear expectations to committee members about what they are expected to contribute to the work of the committee.
- Move members toward participation and decision making and apply appropriate parliamentary and debate rules to ensure efficient and productive meetings.
- Work with staff to ensure that the work of the committee is carried out between meetings.
- Review draft minutes of committee meetings before their distribution.
- Approve reports on committee activities, including requests to the Board of Governors for action.

- Complete the Diversity Questionnaire and the End of Year Diversity Questionnaire. The chair will return the questionnaires to the Diversity Program Coordinator within the time specified on the documents.
- Work with staff to prepare an annual report of the committee's work.
- Report to the committee on decisions of the Board of Governors that affects the committee's work or activities.
- Where appropriate, guide the committee in proposing programs, products and services that will further the goals and objectives of the WSBA.
- Where appropriate, make policy recommendations to the Board of Governors.
- Pursuant to the WSBA Bylaws, request that the Board of Governors remove members from the committee for non-attendance or for cause:
 - "Chairs and members of committees and task forces serve at the pleasure of, and may be removed by, the Board. Neither malfeasance nor misfeasance is required for removal." (WSBA Bylaws Article IX (B)(3)(g)(1))
 - "Any member who fails to attend two consecutive regularly called meetings of the committee or task force may be removed from the committee or task force by the Board of Governors, in the absence of an excuse approved by the Chair of the committee or task force." (WSBA Bylaws Article IX (B)(3)(g)(2))

Role of the Committee Staff Liaison

Effective staff liaisons are essential to the committee and WSBA's overall success. A staff liaison is a key resource to the assigned committee, not simply a recording secretary. The liaison facilitates committee operations by acting as the information conduit between the committee, the Board of Governors and the WSBA organization and also assists the chair with planning and administrative responsibilities.

Note: Too large of a staff role reduces the value of the committee and motivation of volunteers. Too small a role often results in the committee drifting aimlessly and operating inefficiently.

Responsibilities of the staff liaison include:

- Be familiar with all aspects of the committee's work, including the committee's purpose, prior work product, and current budget and activities.
- Work with the chair to ensure that committee work is consistent with the WSBA's goals and objectives.
- Conduct ongoing general assessment of how the committee and its work fit with other projects being undertaken by WSBA and legal or community organizations.
- Understand and advise the committee about:
 - the WSBA and its strategic direction;
 - relevant policies, procedures, rules, and organizational activities, including restrictions imposed by General Rule 12;
 - the financial planning process and related deadlines; and
 - lobby law compliance, if applicable.
- Maintain records and relevant information on committee work.

- Be an active participant at meetings, engaged in discussion, answering questions, offering suggestions, and giving perspective. A liaison anticipates the committee's informational needs and coordinates with the chair the appropriate staff and volunteer input before discussion and decision making. While the staff liaison does not make policy decisions for the committee, the staff liaison should inform the policy or policies being developed.
- Provide financial planning and budgeting support and guidance.
- Anticipate and provide administrative support.
- Support the WSBA's decisions, even when they may not support the committee's needs or preferences.
- Seek guidance from his or her director/manager or other appropriate resources when information beyond the liaison's expertise is required.

Finance, budgeting, and other planning duties:

- Assist the chair in preparing the committee's financial and program/project planning documents, including an annual budget and an annual report.
- Along with the chair, manage the committee's budget, proactively report appropriate financial information; review monthly financial statements and report financial/budget concerns to his or her supervisor and follows up until the matter is resolved.
- Explain to committee members expense reimbursement policies and procedures and ensure they are being followed.

Resource and administrative support duties:

- Make early contact with the chair to discuss a meeting schedule for the year, taking into consideration deadlines for financial and other planning activities as well as committee projects and reports. The liaison reviews with chairs, particularly new chairs, the committee's charge and goals for the year; ongoing committee projects and programs; the committee's budget and other relevant background; and the need for new committee member orientation.
- Contact the Board of Governors liaison at the beginning of the year to answer any questions about the committee's work in the upcoming year and provide any other information requested.
- Coordinate meetings, including scheduling meeting rooms, arranging for refreshments and technical needs, taking into consideration the committee's budget.
- Work with the chair to develop and distribute agendas, meeting notices, minutes, financial and other planning documents, and other appropriate communications.
- Take minutes at meetings and promptly transcribe them for the chair's review.
 - Minutes should capture the flavor of the discussion and debate by the committee, but should not necessarily be a *verbatim* account of the meeting. All motions and votes should be recorded in the minutes. A report of those committee members present and those absent with an excuse and those absent without an excuse shall be included.
- Coordinate and/or distribute committee reports or other information to committee members, the Board of Governors liaison, and other appropriate sources relevant to the committee work, including staff, committees, sections, and divisions.
- Anticipate and coordinate the timely production of the committee's communications, marketing, research, and other needs with appropriate staff (for example: event promotion, mailings, newsletter production, etc.).

- Assist in the committee appointment process, including the recruitment of members to fill vacancies, bringing diversity to the committee's work.
- Ensure that the committee's content on the WSBA website is current, accurate, and consistent with WSBA external relations norms.
- Coordinate committee email lists, ensuring that participant list is current and policies and rules are distributed as appropriate.

Additional comments:

- Generally committee members draft committee major reports and other work product, unless staff has extraordinary expertise on the issue or activity.
- Only the Executive Director may enter into any legal contract or approve the engagement of consultants and professional service providers.
- Staff does not participate in the committee's vote unless otherwise stated in WSBA policy.

Role of the Board of Governors (BOG) Liaison

Each member of the Board of Governors is annually appointed to serve as liaison between the Board of Governors and one or more sections or committees.

General Purpose:

The function of the Board of Governors liaison is to assist the operation of the particular committee by acting as an information conduit between the committee and the Board of Governors. The Board of Governors liaison is responsible for communicating developments in the Board of Governors to the particular committee and vice versa. The Board of Governors liaison does not participate in the committee's votes unless otherwise stated in WSBA policy.

Specific Duties:

- Attend meetings of the committee.
- Report to the Board of Governors any significant or interesting activities of committees.
- Assist the committee in remaining vital and active within its assigned scope or endeavor.
- Coordinate with the committee chair and staff liaison in bringing relevant developments in the Washington State Bar Association to the attention of the committee and communicating relevant developments within the committee to the Board of Governors as well as other concerned divisions, sections or committees.
- Assist the committee in reporting to the Officers when the committee has fulfilled its designated purpose and is no longer necessary.
- Coordinate with the chair and staff liaison to assist the committee in bringing action or informational items before the Board of Governors.
- Coordinate with staff liaison to call to the committee's attention any WSBA policies that may affect the committee's activities or work schedule.



Washington State Bar Association
Board of Governors
Committees and Boards Policy

(Effective with 1993-94 Committee Appointments)

(Amended July 19, 1996; Amended March 28, 1997; Amended February 13, 1999, Amended May 19, 2000, Amended January 19, 2002, Amended October 2002, Amended April 2003, Amended February 2004, Amended March 11, 2005, Amended January 2012, Amended September 2012, Amended January 2013, Amended July 2013, Amended September 2015)

1. **Diversity:** To further the WSBA policy of advancing and promoting diversity, equality, and cultural understanding, the Board of Governors shall take into consideration the makeup of a committee or board in terms of diversity when considering appointments to it. (Committee Membership Selection Advisory Policy.) To assist the Board in fulfilling this policy, all applicants and appointees to committees and boards will be required to complete the Committee/Board/Panel Application Form. This form shall, on a voluntary basis, solicit information including, but not limited to, the person's ethnicity, gender, sexual orientation, disability status, area of practice, years of practice, employer, and number of lawyers in law firm.
2. **Size of Committees and Boards:**
 - a) Committees:
 - Amicus Curiae Brief Committee: 14
 - Committee on Professional Ethics: 9
 - Continuing Legal Education Committee: 18
 - Court Rules and Procedures Committee: 28
 - Editorial Advisory Committee: 14
 - Judicial Recommendation Committee: 22
 - Legislative Committee: 33
 - Pro Bono and Public Service Committee: 18
 - Professionalism Committee: 18
 - Washington Young Lawyers Committee: 18
 - WSBA Diversity Committee: 18
 - b) Boards:
 - Board of Bar Examiners: 50 maximum
 - Character and Fitness Board: 10 lawyers minimum (at least one from each district) and 3 non-lawyers (APR 20(a))
 - Law Clerk Board: 9 lawyers
 - Lawyers' Fund for Client Protection Board: 11 lawyers and 2 non-lawyers (APR 15(3)(a))

3. **Membership Requirements:** All members of WSBA committees and boards must be active members of the WSBA, with the following exceptions: (a) Up to two Emeritus/Pro Bono members are permitted to serve on the Pro Bono and Public Service Committee and may be appointed to serve as the Chair, Co-Chair or Vice-Chair. (WSBA Bylaws IX.B.1.a.) (b) Members of the Character and Fitness Board must have been members of the WSBA for seven years before their term begins. (APR20(b), ELC2.3(b)(2).) (c) Members of the Washington Young Lawyers Committee must meet the WSBA young lawyer criteria on the start date of their term (WSBA Bylaws XIIB). (d) Faculty of Washington state law schools who are not active members of the WSBA are permitted to serve on the Committee on Professional Ethics (WSBA Bylaws IX.B.1.a.) No WSBA staff member will be appointed to serve as a WSBA committee or board member. (e) The WSBA Diversity Committee includes both general WSBA members and members of the Board of Governors.
4. **Selection of Members:** Nominations for open positions on each standing committee and board will be made by a nomination team comprising the chair, vice-chair or chair-elect, staff liaison and BOG liaison, in consultation with WSBA diversity and inclusion staff. In addition, each district-based BOG member may nominate one applicant from his or her district to any committee or board that does not have a continuing member from that district. At large BOG members may, as a group, nominate one applicant to each committee or board. If this process results in more nominations than there are open positions on a committee or board, nominations from BOG members will take priority over nominations from the nomination teams. If nominations from BOG members alone exceed the number of open positions, the nomination teams will make recommendations to the BOG as a whole. Exceptions: The Judicial Recommendation Committee, Washington Young Lawyers Committee, Legislative Committee and Committee on Professional Ethics have unique member selection procedures which are described in separate policy documents. The nomination teams will make recommendations for non-lawyer appointments, as these nominations are made by the BOG as a whole and forwarded to the Supreme Court for appointment. (APR 20(a), ELC 2.3(b)(1).) The Board of Governors will make most committee and board appointments (and nominations of non-lawyers to the two boards cited above) at the July Board of Governors meeting. At the same time, the Board of Governors will approve a list of alternate appointees for each committee and board. The alternate lists will be effective for one year. If any committee or board member positions remain open after the July Board of Governors meeting, they will be filled as soon as possible.
5. **Definition of Membership:** Although WSBA committees operate under an "open meeting" policy that allows any member of the WSBA or public to attend a meeting (See (12) below), in order to be recognized as a member of a committee or board an individual must be appointed to the committee or board.
6. **Selection of Chair and Vice-Chair:** The President-elect shall nominate committee and board Chairs, Co-Chairs, and Vice-Chairs for appointment by the Board of Governors for the year in which the President-elect will serve as President. (WSBA Bylaws, IX.B.1.c.) Committee chairs are generally limited to a single year term, except in unusual circumstances, in which they may be appointed for an additional year. If an individual is appointed as committee Chair but is not a new or returning member of the committee, he or she will also be appointed as a member for one year, which may temporarily increase the size of the committee. Exception: The Washington Young Lawyers Committee has a member position set aside for leadership described in a separate policy document. Note: The WSBA Diversity Committee has two co-chairs, one drawn from the general membership and one drawn from the Board of Governors.

The President-elect shall commit to diversity in nominating Chairs, Co-Chairs and Vice-Chairs, taking into consideration the makeup of a committee or board and the potential impact of appointing a particular individual as Chair.

7. **Expenses:** Committee and board member expenses shall be reimbursed in accordance with the WSBA Expense Reimbursement Policy as adopted by the Board of Governors. Reimbursement of travel expenses for out-of-state committee or board members to attend committee or board meetings is limited to the approximate cost of in-state travel. Participation in meetings by telephone conference call or videoconferencing is encouraged when possible because it saves significant travel time and expense.
8. **Terms:** Except as indicated below, committee appointments shall be for 2-year terms. A member's service on any committee shall be limited to two consecutive terms, after which the member cannot be reappointed to that committee for three years, subject to individual exceptions as approved by the Board of Governors. Appointments to the WSBA Legislative Committee shall be made pursuant to the written Board of Governors policy for that committee. (WSBA Bylaws, IX.B.1.b.)

The following committees and boards shall have more than a 2-year term:

- Board of Bar Examiners: 4 years, no limit on number of terms (subject to Chair approval and completion of mandatory training)
 - Character and Fitness Board: 3 years (APR 20(i)) (one-term limit)
 - Committee on Professional Ethics: 3 years (two-term limit)
 - Continuing Legal Education Committee: 3 years
 - Judicial Recommendation Committee: 3 years (JRC Guidelines I(A)(1))
 - Law Clerk Board: 3 years (two-term limit)
 - Lawyers' Fund for Client Protection Board: 3 years, no limit on number of terms (APR 15)
 - Washington Young Lawyers Committee: 3 years
9. **Recommendations for Discipline-System Appointments:** Under ELC 2.2(c), a former WSBA officer, WSBA executive director, or Board of Governors member may not serve as a hearing officer, Disciplinary Board member, or Conflicts Review Officer until three years have expired after the former officer or member's departure from office. To ensure the proper implementation of the policy underlying ELC 2.2(c), the Board of Governors shall not recommend a former WSBA officer, WSBA Executive Director, or Board of Governors member for appointment as a hearing officer, Disciplinary Board member, or Conflicts Review Officer sooner than two years following such an individual's departure from office.
10. **Vacancies and Removal:** In the event of the resignation, death or removal of the Chair of a committee, the Board of Governors may appoint a successor to serve for the unexpired term. (WSBA Bylaws, IX.B.1.d.) In the event of the resignation, death or removal of a member of a committee or board, the nomination team may appoint a replacement from the alternate list that has been pre-approved by the Board of Governors. If there is no candidate on the alternate list that meets the committee's or board's needs, the nomination team may recruit a new applicant to be appointed by the Board of Governors.

Any member who fails to attend two consecutive regularly called meetings of the committee may be removed by the Board of Governors, in the absence of an excuse approved by the Chair of the committee or board. (WSBA Bylaws, IX.B.3.g.2.)

11. **Notice of Vacancies:** The annual Committee/Board/Panel application form will be available in myWSBA and on the WSBA website starting in early January, and publicized via *NWLawyer* and broadcast email. Notice of non-lawyer committee and board openings also will be sent to non-lawyer organizations each winter. Mid-year vacancies will be publicized only if suitable applicants cannot be identified from the existing applicant pool.

12. **Exceptions:** These policies as a whole do not apply to the following entities, although individual provisions may apply: (a) WSBA panels; (b) The Supreme Court-created boards administered by the WSBA; (c) The Council on Public Defense; (d) discipline-system appointments, except as addressed in item (9); (e) WSBA state bar delegates to the ABA House of Delegates who are eligible for reappointment to three consecutive two-year terms; (f) Boards or commissions or other outside organizations to which the WSBA nominates or appoints members or representatives.
13. **Open Meetings:** The WSBA is committed to conducting the regular and special meetings of the WSBA, its Board of Governors, and its divisions, committees, boards, task forces, and sections in an open and public manner. Through such openness, the WSBA intends to make information available to the people of Washington that will allow them to become informed about matters regarding the provision of legal services and other matters falling under the WSBA's authority. Exceptions to the "open meeting" policy are stated in court rules and regulations and the WSBA Bylaws. (WSBA Bylaws, VII.B.) Meetings and materials related to boards generally are governed by court rules and regulations that in many cases require confidentiality of all or parts of the meetings and all or parts of the board materials.

action.

- e. All petitions for a referendum must be filed with the WSBA Executive Director.

3. All qualifying petitions will be put to a vote of the active membership within 90 days of the date that the petition was filed.

B. BOG REFFERALS TO MEMBERSHIP.

The Board of Governors may also refer a proposed resolution, bylaw amendment, or other proposal to a vote of the Active membership in accordance with the procedures set forth in these bylaws.

C. BALLOT PREPARATION

The Executive Director shall prepare ballots as directed by the BOG. The proponents of the action may submit, for inclusion with the ballot a "statement for" not to exceed 750 words and a "rebuttal of statement against" not to exceed 250 words. The opponents of the action may submit, for inclusion with the ballot, a "statement against" not to exceed 750 words and a "rebuttal of statement for" not to exceed 250 words. The Executive Director will determine the deadlines for filing all such statements with the Bar and provide notice of those deadlines. If more than one opponent statement is submitted, the WSBA President will determine which statement(s) will be submitted with the ballot.

D. VOTING PROCEDURES.

The procedures set forth in the "Election of Governors from Congressional Districts" section of these bylaws shall be used as a procedural guideline. The ballot, petition, and accompanying statements shall be posted on the WSBA website, distributed electronically to Active members with e-mail addresses on record with the Bar, and mailed to all other Active members. The deadline for return of ballots shall be not less than 30 days from the date of distribution.

E. EFFECT OF VOTE

1. All member referenda and BOG referrals only require a majority of those Active members voting to pass. No unsuccessful member referenda may be resubmitted to the membership until two years have passed from the date of the voting results.
2. The BOG may not alter the effects of a member referenda that passed sooner than two years from the date of the voting results.

IX. COMMITTEES, TASK FORCES, AND COUNCILS

A. GENERALLY.

1. The work of the Bar shall be accomplished by the Board of Governors, the officers, and the WSBA staff. To facilitate the work of the Bar in accordance with its purposes as provided in Article I, the Board of Governors may delegate such work under appropriate sections, committees, councils, task forces, and other WSBA entities.
2. The work of a committee, council, or task force must:
 - a. have a defined scope that requires the active and continuing attention of the Board of Governors (BOG);
 - b. further WSBA's Guiding Principles and/or the purposes outlined in GR 12; and
 - c. enhance consideration of a topic that is beyond the time and expertise of the BOG and staff by incorporating expertise and additional viewpoints from the broader community.
3. A list of the current committees, councils, and task forces, and their functions, shall be maintained by the Executive Director. The Board of Governors may terminate any committee whenever in its opinion such committee is no longer necessary. A council or task force shall automatically terminate pursuant to the terms of its charter or originating document.
4. Board of Governors' members appointed to serve as BOG liaisons to WSBA committees, councils, and task forces are not voting members.

B. COMMITTEES AND TASK FORCES.

1. Committees.

Committees are created and authorized by the Board of Governors to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. The number, size, and functions of each committee shall be determined from time to time by the Board of Governors.

- a. Committee members, Chairs, and Vice Chairs must be Active members of the Bar. Exceptions: (a) up to two Emeritus/Pro Bono members are permitted to serve on the Pro Bono Legal Aid Committee (PBLAC) and may be appointed to serve as the Chair, Co-Chair, or Vice-Chair of that committee; and (b) faculty of Washington state law schools who are not active members of the WSBA are permitted to serve on the Committee on Professional Ethics (CPE).
- b. Committee members are appointed by the Board of Governors.

Appointments to committees shall be for a two-year term unless the Board of Governors determines otherwise. A member's service on any committee shall be limited to two consecutive terms, after which the member cannot be reappointed to that committee for three years, subject to individual exceptions for cause as approved by the Board of Governors. Appointments to the WSBA Legislative Committee shall be made pursuant to the written BOG policy for that committee.

- c. The President-elect shall annually select the Chair or Vice Chair of each committee, with the Board of Governors having the authority to accept or reject that selection.
- d. In the event of the resignation, death, or removal of the Chair or any member of a committee, the Board of Governors may appoint a successor to serve for the unexpired term.

2. Task Forces.

Task forces are created and authorized by the Board of Governors to study matters relating to specific purposes and business of the Bar which are of an immediate or non-recurring character.

- a. The WSBA President shall select the persons to be appointed to a task force, with the Board of Governors having the authority to accept or reject those appointments. The term of appointments to a task force shall be until the work of the task force has been concluded or until such member's successor is appointed.
- b. The Chair(s) of any task forces shall be appointed by the WSBA President at the time of creation of the task force, with the Board of Governors having the authority to accept or reject that selection, and shall serve for the duration of the task force or until replaced.
- c. In the event of the resignation, death or removal of the Chair or any task force member, the WSBA President may appoint a successor to serve for the unexpired term.

3. General Duties and Responsibilities.

- a. Each committee shall carry out various tasks and assignments as requested by the Board of Governors or as the committee may determine consistent with its function.
- b. Each task force shall carry out the tasks and assignments set

reactivation if they meet qualifications for establishing a new section.

7. Any funds remaining in the treasury of a section at the time of termination shall be transferred to the Bar's general operating fund unless otherwise designated by the Board of Governors. Funds in the treasury of combined sections shall be combined.

XII. YOUNG LAWYERS

A. PURPOSE.

There shall be a member segment within the Bar identified as "young lawyers" for the purposes of encouraging the interest and participation of (i) new and young lawyers and law students in the activities of the Bar; and (ii) developing and conducting programs of interest and value to new and young lawyers consistent with the focus areas of public service and pro bono programs, transition to practice, and member outreach and leadership; and (iii) upholding and supporting the Guiding Principles of the Bar.

B. DEFINITION.

Active members of the Bar shall be considered "young lawyers" until 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 first was admitted to practice in any state, whichever shall last occur.

XIII. EDITOR OF THE BAR'S OFFICIAL PUBLICATION

A. TERM OF AGREEMENT.

The Bar will enter into a personal services agreement to retain, as an independent contractor, an Editor for the Bar's official publication. The agreement will be for a maximum time period of four years. At the end of the Editor's initial term of service, upon the recommendation of the Editorial Advisory Committee, the Board of Governors may renew the Editor's personal services agreement for one additional period of up to four years.

While the Board of Governors will allow the Editor wide discretion in determining the content of the Bar's official publication, the Editor serves at the pleasure of the Board of Governors. The agreement will have a provision allowing the Board of Governors to terminate the agreement at any time without the need to show cause.

Absent renewal, before the end of the agreement time-period, the Bar will advertise the position of Editor of the Bar's official publication. The WSBA Editorial Advisory Committee, together with WSBA staff, will oversee this



GUIDING COMMUNICATION PRINCIPLES

(adopted January 28, 2016)

In each communication, I will assume the good intent of my fellow colleagues; earnestly and actively listen; encourage the expression of and seek to affirm the value of their differing perspectives, even where I may disagree; share my ideas and thoughts with compassion, clarity, and where appropriate confidentiality; and commit myself to the unwavering recognition, appreciation, and celebration of the humanity, skills, and talents that each of my fellow colleagues bring in the spirit and effort to work for the mission of the WSBA. Therefore, I commit myself to operating with the following norms:

- ◆ I will treat each person with courtesy and respect, valuing each individual.
- ◆ I will strive to be nonjudgmental, open-minded, and receptive to the ideas of others.
- ◆ I will assume the good intent of others.
- ◆ I will speak in ways that encourage others to speak.
- ◆ I will respect others' time, workload, and priorities.
- ◆ I will aspire to be honest and open in all communications.
- ◆ I will aim for clarity; be complete, yet concise.
- ◆ I will practice "active" listening and ask questions if I don't understand.
- ◆ I will use the appropriate communication method (face-to-face, email, phone, voicemail) for the message and situation.
- ◆ When dealing with material of a sensitive or confidential nature, I will seek and confirm that there is mutual agreement to the ground rules of confidentiality at the outset of the communication.
- ◆ I will avoid triangulation and go directly to the person with whom I need to communicate. (If there is a problem, I will go to the source for resolution rather than discussing it with or complaining to others.)
- ◆ I will focus on reaching understanding and finding solutions to problems.
- ◆ I will be mindful of information that affects, or might be of interest or value to, others, and pass it along; err on the side of over-communication.
- ◆ I will maintain a sense of perspective and respectful humor.



WSBA

BOARD OF GOVERNORS

WSBA VALUES

(adopted January 28, 2016)

Through a collaborative process, the WSBA Board of Governors and Staff have identified these core values that shall be considered by the Board, Staff, and WSBA volunteers (collectively, the “WSBA Community”) in all that we do.

To serve the public and our members and to promote justice, the WSBA Community values the following:

- Trust and respect between and among Board, Staff, Volunteers, Members, and the public
- Open and effective communication
- Individual responsibility, initiative, and creativity
- Teamwork and cooperation
- Ethical and moral principles
- Quality customer-service, with member and public focus
- Confidentiality, where required
- Diversity and inclusion
- Organizational history, knowledge, and context
- Open exchanges of information

WSBA COMMITTEE/BOARD ANNUAL REPORT – FY16

| | |
|---|--|
| <p><u>Name of the Committee/Board:</u></p> <p>Chair: Helen Ling</p> <p>Staff Liaison: Lynda Foster</p> <p>BOG Liaison: Sean Davis</p> | |
| <p>Purpose:</p> <p>(1) To support new/young lawyers as they transition to practice;</p> <p>(2) to connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and</p> <p>(3) to be a resource for new/young lawyers through membership outreach and leadership.</p> | |
| <p>2015-2016 Accomplishments and Work in Progress:</p> <p>Employment</p> <ol style="list-style-type: none"> 1. The WYLC initiated a partnership with MentorLink and began plans to co-host a pilot “Episodic Mentorship Event” in Seattle. The event that will be offered is a structured setting for experienced and novice lawyers to meet and seek out organic mentee/mentor relationships. 2. The WYLC did a “landscape analysis of Incubator programs” across the United States in the hopes of developing a similar program for Washington State based on tested models. A report will be available by August, 2016, with planning and development to commence next fiscal year. 3. WYLC member hosted “Professional development CLE trainings” in Wenatchee with the Tapping the Middle: Growing your Practice in a Moderate Means Market webinar series. <p>Debt</p> <ol style="list-style-type: none"> 1. The WYLC researched options to “provide low-cost and free professional resources to new/young lawyers.” It is our belief that WSBA can directly reduce the financial burden associated with the profession by offering low-cost to free resources lawyers rely on in their practice. Projects included: <ol style="list-style-type: none"> a. Research on options to make a brief bank available to WSBA members who are new and young lawyers. The Brief Bank subcommittee contacted volunteer legal associations to inquire about partnerships and provided valuable feedback and perspective on vendors LOMAP contracts with to offer brief-bank like resources, | |

- b. A request to LOMAP to investigate options to offer one-on-one financial planning assistance, and
 - c. The Debt subcommittee created and disseminated a flyer that highlight key resources WSBA already provides.
- 2. The WYLC Debt Subcommittee partnered with WSBA's New Lawyer Education to develop a **"Financial Planning NLE Seminar"** to be offered free to new lawyers within their first four years of practice.

Community

- 1. The WYLC created **"Across the State Outreach"** events tied to new lawyer activities to introduce the WYLC and its work to the broader new/young lawyer community. New/young lawyers were invited to join us at networking events in Seattle and Chehalis. A larger social and educational activity was planned in correlation with the WYLC meeting in Yakima that connected local new/young lawyers with WYLC members from across the state. The WYLC continued to assist with outreach to new and young lawyers to increase attendance at WSBA's Open Section Night, and hosted a networking event after the Open Section Night event in Seattle.
- 2. The WYLC reviewed the WSBA **"bylaw criteria that currently defines a new and young lawyer."** The new lawyer definition subcommittee did a broad survey of new and young lawyer definitions and recommended no change to the current definition.

Leadership

- 1. The WYLC combined its past local leader and public service awards into the **"Public Service and Leadership Award"** to be given to five New/young lawyers who demonstrate exceptional leadership and service. Awards are selected and distributed at the August WYLC meeting.
- 2. The committee discussed how to best utilize its scholarship funds and approved a change to how they select and sponsor the **"American Bar Association Young Lawyer Division Delegate for Washington."** Two scholarship recipients were selected and received reimbursement upon completing a post-conference survey to be shared with the WYLC.

2016-2017 Goals:

Employment

- 1. The WYLC intends to host **"Episodic Mentorship Events,"** starting with a pilot event in Seattle. The committee seeks to create structured programs to introduce experienced and novice attorneys to one another and allow for organic mentor/mentee relationships to form. The event will also be used to promote registering with ALPs attorney match and the MCLE guidelines for creating a self-structured mentorship program in collaboration with WSBA MentorLink.
- 2. The WYLC's Recruitment, Retention and Retirement subcommittee will partner with the

Oregon YLD to partner in planning and executing the **“Northwest Regional Summit: Rural Practice – Recruiting, Retention, and Retiring.”** We intend to focus our efforts collaborating with other new/young attorneys to address these crucial issues that reach beyond the legal community in Washington State.

Debt

1. The WYLC will continue to brainstorm and research options and look for opportunities to encourage WSBA to **“provide low-cost and free professional resources to new/young lawyers.”** The focus will be on identifying the needs of new and young lawyers in order to request specific services from WSBA and WSBA’s LOMAP program, and to research resources provided by other legal communities that we may be able to replicate here in Washington State.

Community

1. **“Across the state outreach”** continues to be very important to the WYLC and we are hoping to include more networking events throughout the various regions to keep new/young lawyers apprised of WSBA resources and opportunities.
2. The WYLC would like to **“connect new/young lawyers with other professional communities”** such as financial planners and CPAs. Our goal is to connect new/young lawyers to other professionals to expand their resources for both their personal finances as well as resources for their clients

Leadership

1. The **“Public Service and Leadership Award”** will be a continued project for the WYLC. The committee feels that it is important to recognize outstanding new/young lawyers for their work. The subcommittee has formed the details of this award and it has succeeded at recognizing new/young lawyers for their efforts.
2. The WYLC intends to build on the success from past years’ **“American Bar Association Young Lawyer Division Delegate for Washington”** by continuing the ABA scholarship program. Scholarship recipients will report back to the WYLC and others at the WSBA who focus on programming for new and young lawyers with ideas for high-quality CLE and non-CLE workshops, networking and outreach events, and other tools that affiliate groups in other states have implemented in order to assist new and young lawyers.

Please report how this committee/board is addressing diversity:

(Are you using any of the tools provided by WSBA and if so, how? Have you sought out training or consultation from the Diversity Specialist? How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession?)

The WYLC is inviting WSBA diversity staff to their August meeting to present on diversity in the legal profession and how to create a culture of inclusion within the committee.

Please report how this committee/board is addressing professionalism:

(Does the committee/board’s work promote respect and civility within the legal community? Does it seek to improve relationships between and among lawyers, judges, staff and clients? Does it raise awareness about the causes and/or consequences of unprofessional behavior?)

The WYLC invited president-elect Robin Haynes to their December meeting to share a presentation on professionalism in the legal profession and how each WYLC member can be a representative of professionalism to the communities they represent. The WYLC leadership team is working with WSBA staff to create an on-boarding process for WYLC chairs and WYLC subcommittee chairs to set clear expectations of roles and professional expectations.

Please report how this committee/board is integrating new and young lawyers into its work:

(How have you brought new and young lawyers into your decision making process? Has the committee/board supported new and young lawyers by (for example) helping to find and prepare them for employment, assisting with debt management, building community, and providing leadership opportunities?)

The WYLC created subcommittees to address the four themes of: employment, debt, community, and leadership, and had each theme the focus of a WYLC meeting over the course of the year. Next year the WYLC will continue to work on these four topics and bring forward opportunities for new and young lawyers throughout Washington.



Washington Young Lawyers Committee

Subcommittee Chair Roles and Responsibilities

Volunteer leaders are vital to the efficient and effective work produced by the Washington Young Lawyers Committee. Your contributions of time and expertise to subcommittee membership are one of our most important and valued resources.

WYLC Focus Areas: *The Washington Young Lawyers Committee 1) supports new/young lawyers as they transition into practice; 2) to connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and 3) to be a resource for new/young lawyers through membership outreach and leadership.*

Subcommittee Chair Expectations

We expect subcommittee chairs to be familiar with:

- WSBA's mission, goals and strategic priorities,
- WSBA's current committee policies,
- the committee's annual report, and
- understanding the wealth of programs and products that are offered by WSBA to serve our new/young lawyer members.

What are you responsible for?

Subcommittee chairs are responsible for:

- delegating responsibilities,
- handling administrative responsibilities,
- scheduling subcommittee meetings,
- conducting effective and efficient meetings,
- preparing items for subcommittee,
- present subcommittee reports at the main committee meetings, and
- actively participating in the work of the subcommittee by volunteering to take assignments.

If you are scheduling a meeting please make sure to include your staff liaison so that the conference call line is appropriately requested and scheduled.

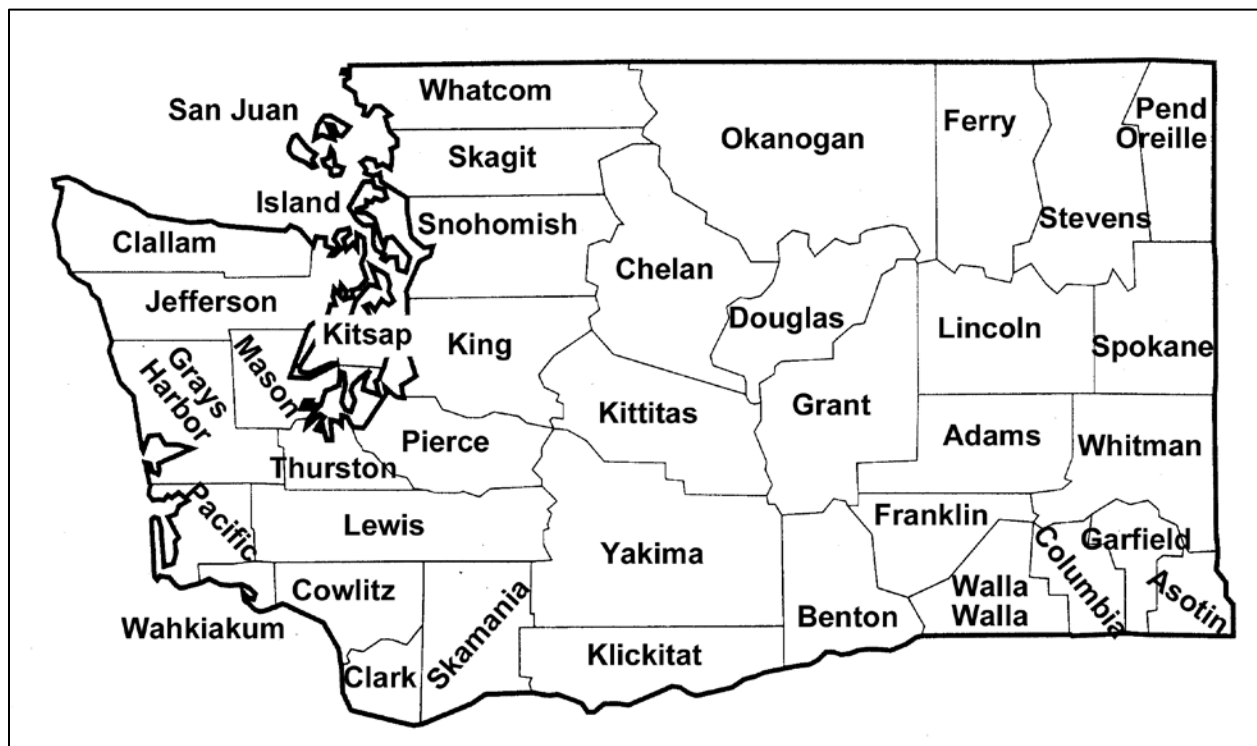


Washington Young Lawyers Committee

Composition of Committee

2015 – 2016

| Region | County |
|------------------|---|
| Greater Olympia | Lewis, Thurston |
| Greater Spokane | Lincoln, Pend Oreille, Spokane, Stevens |
| King County | King |
| North Central | Chelan, Douglas, Ferry, Grant, Okanogan |
| Northwest | Island, San Juan, Skagit, Whatcom |
| Peninsula | Clallam, Grays Harbor, Jefferson, Kitsap, Mason |
| Pierce County | Pierce |
| Snohomish County | Snohomish |
| South Central | Yakima, Kittitas, Klickitat |
| Southeast | Adams, Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Whitman |
| Southwest | Clark, Cowlitz, Pacific, Skamania, Wahkiakum |



Washington Young Lawyer Committee FY 2017 Planning Overview

| October | |
|--------------------------------|---|
| WYLC Meeting (Oct. 1, 2016) | <p>Guest presenters:</p> <ul style="list-style-type: none"> • WSBA staff – orientation for new members • WSBA staff – overview of annual timeline, roles and expectations that will impact all committee members • Paula Littlewood, Future of the Bar <p>Committee work:</p> <ul style="list-style-type: none"> • FY 17 planning/workshops(?) • Subcommittee chairs and purposes determined <p>Subcommittee topics:</p> <ul style="list-style-type: none"> • |
| Subcommittee work | As needed |
| Leadership work | <ul style="list-style-type: none"> • Ensure every subcommittee knows its role in achieving broader committee goals this year. • WSBA staff update website w/ new members, subcommittees • Determine which two meetings will be out of Seattle |
| Project outcomes | Website/public face of committee updated |
| Other NLS events | OSN: Spokane NLE's TAP CLE |

| November | |
|-------------------|--|
| WYLC Meeting | No meeting |
| Subcommittee work | <ul style="list-style-type: none"> • Subcommittees meet • Determine timeline to meet the committee goal that subcommittee is responsible for achieving • Begin discussing if the committee will make a budget request for FY 2018 |
| Leadership work | WSBA staff shares outline for chair-elect/WYLC recruitment process |
| Project outcomes | |
| Other NLS events | NLE: TAP Mock trial |

| December | |
|--------------------------------|---|
| WYLC Meeting (Dec. 3, 2016) | <p>Guest presenter:</p> <ul style="list-style-type: none"> • <p>Committee work:</p> <ul style="list-style-type: none"> • Announce chair-elect recruitment • Staff explains what we need for budget requests • Subcommittees turn in timeline/plans to fulfill their goals <p>Subcommittee topics:</p> <ul style="list-style-type: none"> • |
| Subcommittee work | As needed |
| Leadership work | Begin chair-elect recruitment |
| Project outcomes | <ul style="list-style-type: none"> • Quarterly contacts sent out by district reps |
| Other NLS events | |

January

| | |
|-------------------|---|
| WYLC Meeting | No meeting |
| Subcommittee work | <ul style="list-style-type: none"> Subcommittees meet Vote on budget requests to send to budget/fund subcommittee |
| Leadership work | FY 18 Committee member recruitment begins Chair-elect recruitment/selection |
| Project outcomes | |
| Other NLS events | OSN: Seattle |

February

| | |
|--------------------------------|--|
| WYLC Meeting (Feb. 4, 2017) | Guest presenter: <ul style="list-style-type: none"> Committee work: <ul style="list-style-type: none"> Subcommittee topics: <ul style="list-style-type: none"> ABA mid-year meeting |
| Subcommittee work | As needed |
| Leadership work | Annual report drafted and sent to WYLC leadership team |
| Project outcomes | |
| Other NLS events | |

March

| | |
|-------------------|--|
| WYLC Meeting | No meeting |
| Subcommittee work | <ul style="list-style-type: none"> Subcommittees meet Budget/fund subcommittee reviews budget requests and makes recommendations for next WYLC meeting |
| Leadership work | Nominate FY 2018 committee members to BOG Annual report discussed by WYLC leadership |
| Project outcomes | <ul style="list-style-type: none"> Quarterly contacts sent out |
| Other NLS events | |

April

| | |
|----------------------------------|---|
| WYLC Meeting (April. 1, 2017) | Guest presenter: <ul style="list-style-type: none"> Committee work: <ul style="list-style-type: none"> FY 2018 budget requests voted on Annual report discussed Subcommittee topics: <ul style="list-style-type: none"> |
| Subcommittee work | As needed |
| Leadership work | |
| Project outcomes | |
| Other NLS events | |

May

| | |
|-------------------|--|
| WYLC Meeting | No meeting |
| Subcommittee work | <ul style="list-style-type: none"> Subcommittees meet |
| Leadership work | Annual report feedback incorporated, leadership team approves edits |
| Project outcomes | |
| Other NLS events | |

June

| | |
|----------------------------------|--|
| WYLC Meeting (June. 10, 2017) | Guest presenter: <ul style="list-style-type: none"> Committee work: <ul style="list-style-type: none"> Subcommittee topics: <ul style="list-style-type: none"> |
| Subcommittee work | <ul style="list-style-type: none"> order awards for outgoing committee members |
| Leadership work | Annual report submitted to committee on performance review BOG appoints FY 2018 committee members, send welcome email |
| Project outcomes | <ul style="list-style-type: none"> quarterly contact sent out |
| Other NLS events | Section liaison recruitment begins |

July

| | |
|-------------------|--|
| WYLC Meeting | No meeting |
| Subcommittee work | <ul style="list-style-type: none"> Subcommittees meet Public Service & leadership award nominations due |
| Leadership work | Begin planning transition to FY 18 <ul style="list-style-type: none"> Calendar Meeting dates Review roles/expectations/onboarding process |
| Project outcomes | |
| Other NLS events | |

August

| | |
|--------------------------------|---|
| WYLC Meeting (Feb. 5, 2017) | Guest presenter: Committee work: <ul style="list-style-type: none"> FY 18 planning Thank outgoing members Subcommittee topics: <ul style="list-style-type: none"> Awards & recognition: public service & leadership awards ABA annual meeting |
| Subcommittee work | <ul style="list-style-type: none"> Select Public service & Leadership award – notify, article |
| Leadership work | Section liaisons selected Onboarding process for FY 18 determined Exit survey sent out to outgoing members |
| Project outcomes | 5 public serve & leadership award winners selected Awards presented to outgoing WYLC members |
| Other NLS events | |

| September | |
|----------------------|---|
| WYLC Meeting | No meeting |
| Subcommittee work | <ul style="list-style-type: none"> • Subcommittees meet • Transition planning |
| Leadership team work | |
| Project outcomes | Public service & leadership award winners highlight in wsba media |
| Other NLS events | |

Information to add:

NLS events:

- MentorLink
- NLE

Subcommittee work:

- ABA timeline:
 - Updating materials to reflect FY 17 dates
 - Promotional efforts
 - Selection dates (subcommittee/committee)
 - Notification
- Awards & recognition:
 - Award promotion
 - Advance work to publish article in NW Lawyer
 - Notification
- RRR subcommittee:
 - Planning & conference dates
- Other subcommittee work TBD

Washington State Bar Association Budget Process

The Budget and Audit Committee of the WSBA Board of Governors is responsible for developing the annual WSBA budget. The WSBA budget is a policy document and management tool that allocates funds to fulfill our regulatory responsibilities to protect the public, and to help members succeed in the practice of law.

About the Budget

- The WSBA's fiscal year is Oct. 1–Sept. 30.
- The Budget and Audit Committee of the Board of Governors oversees the budgeting and financial matters of the Bar.
- The Bar's Chief Operations Officer [Ann Holmes](#) is responsible for the Bar's financial operations.
- WSBA oversees an annual operating budget of 18.6 million dollars.
- The budgeting processes begin as early as March by WSBA staff in preparation for the following fiscal year.
- The WSBA budget uses department codes, cost centers and line items to identify and organize programming of the bar.

About the WYLC Budget

- WYLC is a line item in the New Lawyer Programs cost center.
- The current budget in this line item is allocated for meeting costs up to, \$15,000
- There are two additional line items in the New Lawyer Programs cost center that pertain to efforts of the WYLC:
 - *ABA Award under Scholarship/Donations/Grants - \$2,000
 - New Lawyer Outreach Events - \$1,000
- The *NLE Passes and the *Public Service Leadership Awards are complimentary passes and are reflected as a cost to the New Lawyer Programs cost center.

***Clarification:** The original intent of the NLE Passes, Public Service Leadership Award and the ABA Scholarship was for committee members to give these benefits away to new and young lawyers in their districts. So that new and young lawyers could benefit broadly from the support and services the WSBA can offer. As leaders appointed to this committee there is an inherent conflict of interest if the committee gives these benefits and awards to themselves. Such expense requests will not be approved by WSBA staff.

Timeline

WSBA Staff, Ana Selvidge will prepare the New Lawyer Programming Cost Center in late March. Any budget increase, decrease or project request must be made by March 17, 2016. If the amount exceeds what is currently allocated in the Cost Center, a memo will be drafted in collaboration with the WYLC to go before Budget and Audit for a vote on whether to approve the project budget request. Budget and Audit will notify the committee and staff of the vote.



Washington Young Lawyers Committee

WYLC Representative Report

DUE: 2 weeks prior to committee meeting

*Please submit report electronically to the WYLC Chair and Staff Liaison Lynda Foster
(lyndaf@wsba.org).*

WYLC Focus Areas:

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through membership outreach and leadership.*

Member:

Region Represented:

1. Top three recent ways you helped accomplish WYLC's focus areas:

1.

2.

3.

2. Relevant upcoming events and any opportunities for WSBA, WYLC, and/or community partner collaboration:

1.

2.

3.

3. Any additional items to report or future agenda items:



Washington Young Lawyers Committee

WYLC Subcommittee Report

DUE: 2 weeks prior to committee meeting

*Please submit report electronically to the WYLC Chair and Staff Liaison Lynda Foster
(lyndaf@wsba.org).*

WYLC Focus Areas:

- *support new/young lawyers as they transition to practice;*
- *connect new/young lawyers with the WSBA programs, services, and activities including pro bono and public service; and*
- *serve as a resource for new/young lawyers through membership outreach and leadership.*

Sub-Committee Topic:

Sub-committee Chair:

Members:

1. Top three recent ways you helped accomplish the sub-committee's goal:

- 1.
- 2.
- 3.

2. Any action item or feedback you are requesting from the full Committee:

- 1.
- 2.
- 3.

3. Any additional items to report or future agenda items:

| Quarterly Contact E-mail Template | |
|-----------------------------------|--|
| 1 | <p>Select a date to send your quarterly contact email. OR – Contact Paris to Request an E-blast to your Region</p> <p>Please send your report no later than Friday, September 25th</p> |
| 2 | <p>Craft your email. Feel free to use the template below and input local information from your region. Be sure to remove any old events/dates. Please take a moment to proof-read your email.</p> |
| 3 | <p>Enter Email Addresses. Suggested organization below:</p> <p>TO: newlawyers@wsba.org (I recommend using a general email inbox for this. Or your own for tracking.)</p> <p>CC: Ana Selvidge (anas@wsba.org) and Vincent Humphrey (vincent@kw.com)</p> <p>BCC: All emails of new and young lawyers in your region. This protects the privacy of email addresses and doesn't crowd up your email.</p> <p>SUB: WSBA New Lawyer News: Sent on behalf of [Name], your WYLC Representative</p> |
| 4 | <p>COPY/PASTE TEMPLATE:</p> <p>Colleagues,</p> <p>A note from [Name], WYLC Member representing district [X] which incorporates [X], [X], and [X] county. <i>(Input 1-2 customized sentences)</i></p> <p>The focus of the Washington Young Lawyers Committee is to connect new and young attorneys with the Washington State Bar Association, to be a resource for young lawyers, and to support their transition into the profession.</p> <p>Below is a list of information, upcoming events, and resources I think you will find helpful and valuable.</p> <p>GET YOUR NEW BAR CARD!</p> <ul style="list-style-type: none"> In honor of the Washington State Bar Association's 125th anniversary, the WSBA is releasing a new commemorative bar card! To request a replacement card simply send your request to questions@wsba.org. To order a replacement photo card click here. Photo cards are \$12+tax. Please allow 1-2 weeks for processing. <p>SEPTEMBER EVENTS & DATES TO KNOW: <i>(add local events)</i></p> <ul style="list-style-type: none"> 15th: WSBA NLE Boot Camp: Marriage Dissolution (Seattle & Webcast) 17th: WSBA Annual Awards Dinner 17th: Essential Employment Law Practice Tips CLE & Networking Event (Spokane) 17 – 18th: WSBA Board of Governors Meeting (Seattle) 21st: Public Service Incentive Award Application Deadline (Attend a WSBA CLE for Free) 24th: Planning the Future of the Farm (Seattle & Webcast) 25th: IP Fundamentals for the Business and Transactional Lawyer (Seattle & Webcast) 25th: The Voting Rights Act of 1965 at 50 (Seattle) 30th: Ethics in Civil Litigation CLE (Seattle & Webcast) 30th: Local Leader Award Nominations Due (Recognize an exemplary young lawyer) |

OCTOBER EVENTS & DATES TO KNOW: (*add local events*)

- 3rd: [Washington Young Lawyers Committee Meeting](#) (Seattle)
- 9th: [21st Century Legal Research](#) (Seattle & Webcast)
- 22nd: [Open Sections Night](#) (Spokane)
- 22nd: [22nd Annual Criminal Justice Institute](#) (Burien)
- 23rd – 24th: [WSBA Trial Advocacy Program](#) (Seattle & Webcast)

TOOLS & RESOURCES:

- Introducing WSBA [MentorLink](#)! Connecting you to resources and information about the myriad of mentorship opportunities around Washington State.
- Visit wsba.org to learn more about [Understanding and Managing Student Loan Debt](#)
- Check out the [WSBA Store](#) for MP3s and Recorded Seminars *with New Lawyer Pricing*!

HELPFUL LINKS:

- [Resources for New Lawyers](#)
- [WYLC](#)
- [WSBA Events Calendar](#)

If you have any questions about WSBA, WYLC and new and young lawyer resources please do not hesitate to contact me.

(*Contact Information*)

2016 EXPENSE REPORT

See reverse side for WSBA Expense Policy summary. Please fill out clearly and completely. Reimbursement checks will be payable only to the person incurring the expense, as documented by **original, detailed receipts**. **Original, signed expense reports** must be submitted within **60 days** of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).

To expedite reimbursement, mail this form directly to your staff liaison at:

Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539

| | |
|---|--|
| <input type="checkbox"/> WSBA Employee <input type="checkbox"/> WSBA Board <input type="checkbox"/> CLE <input type="checkbox"/> Committee <input type="checkbox"/> Section <input type="checkbox"/> Council <input type="checkbox"/> Witness <input type="checkbox"/> Taskforce Other: _____ <input type="checkbox"/> Panel <input type="checkbox"/> _____ | <div style="border: 1px solid black; padding: 2px;"> Make check payable to (print): _____ </div> <div style="border: 1px solid black; padding: 2px;"> Address: <input type="checkbox"/> Check if new address _____ </div> <div style="border: 1px solid black; padding: 2px;"> E-mail: _____ Bar #: _____ Phone: _____ </div> <div style="border: 2px solid black; padding: 5px; margin-top: 5px;"> By my <u>signature</u> below, I represent that these expenses comply with the WSBA Expense Policy and have not been reimbursed by any other source: X _____ Date: _____ </div> |
|---|--|

Staff Liaison: _____

EXPENSE REIMBURSEMENT REQUEST *(Original, detailed receipts required)*

| Date of Expense: | | | | | | | Category Totals |
|----------------------------------|--|-------|-------|-------|-------|-------|-----------------|
| Date of Meeting: | | | | | | | |
| Name of Event & Location: | | | | | | | |
| Transportation | Auto Mileage Total (\$ 0.54/mi) | miles | miles | miles | miles | miles | |
| | Ground Transportation, Parking, Tolls | | | | | | |
| | Airfare (coach/economy only) | | | | | | |
| | Breakfast (up to \$12) | | | | | | |
| Meals | Lunch (up to \$18) | | | | | | |
| | Dinner (up to \$36) | | | | | | |
| | Lodging (up to \$150/night; \$180/night in Seattle + tax) | | | | | | |
| Other Expenses (itemize): | | | | | | | |
| | | | | | | | |
| Totals | | | | | | | |

| FOR WSBA USE ONLY | | | | | |
|---------------------|-----------|-------------|-------------|----------------------|--------|
| Submitted by: _____ | | | Date: _____ | | |
| Approved by: _____ | | Date: _____ | | Rush approval: _____ | |
| Date: _____ | | Date: _____ | | Date: _____ | |
| ACCOUNT NAME | ACCOUNT # | DEPT. | JOB CODE | BAR # | AMOUNT |
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| Date Rec'd in AP | | Vendor # | | | Total: |

WSBA EXPENSE POLICY (Summary)

GENERAL PRINCIPLE

WSBA depends upon and values the time and talent of its employees and volunteers. WSBA will reimburse necessary, appropriately documented, out-of-pocket expenses incurred in connection with WSBA business or meetings, as set forth below. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. *WSBA will not reimburse expenses that are reimbursed from another source. WSBA will also not reimburse expenses incurred by spouses, domestic partners or guests, except as otherwise provided by WSBA Fiscal Policy.*

REIMBURSABLE EXPENSES

Receipts Required: Pursuant to IRS requirements, WSBA requires all reimbursement requests to be supported by **original, detailed receipts**. In the absence of a receipt, up to \$75 may be reimbursed - *for expenses other than airfare, rental cars, lodging or meals* - by completing the Expense Affidavit Form below.

Meetings: WSBA encourages virtual meetings whenever feasible to accomplish committee work. For face-to-face meetings, WSBA will only reimburse committee chairs for their travel expenses; and non-chair members for meetings scheduled for 3 hours or more, or for travel 50 miles or more one way.

Transportation: *If travel is necessary*, WSBA will reimburse the lesser of coach-economy air fare or auto mileage. If you drive, WSBA will not reimburse for lodging en route, and may only reimburse you for the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

1. **Auto Mileage** will be reimbursed at the IRS Standard Mileage Rate. *Carpooling is encouraged.*
2. **Rental Cars/Other** may be used only when necessary and economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Reimbursement for any other method of travel (e.g., train) will be reimbursed for the cost of the most economical method of travel.
3. **Ground transportation, parking, tolls:** If travel is by air, please park and shuttle economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home.
4. **Airfare:** WSBA will only reimburse coach/economy-class air fares. Please book well in advance to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for last-minute fares. WSBA will not reimburse for use of frequent flyer coupons or air miles. *(Receipt must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements are not acceptable.)*

Lodging: *If an overnight stay is necessary* (contact your Staff Liaison in advance with any questions), WSBA will reimburse hotel/motel accommodations up to \$150 per night (\$180 in Seattle) plus applicable taxes. Ask your Staff Liaison about WSBA preferred rates at area hotels. WSBA will not reimburse incidental charges such as entertainment, personal phone calls, etc.. *(Receipt must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals).*

Meals: WSBA will reimburse meal expenses (including gratuity), as noted on the front page of this Expense Report. In the event of lost receipts, WSBA will reimburse the lower of these rates or the federal per diem rate for the location in which the meal expense was incurred (see www.gsa.gov/perdiem). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). *Alcohol will not be reimbursed and must be segregated from meal expense. Identify all individuals included in a meal reimbursement request.*

Other expenses: WSBA will reimburse necessary out-of-pocket office expenses with receipts (actual copying charges up to 15 cents a page; faxes up to 25 cents a page, with a \$5 maximum). WSBA will not reimburse standard office services (e.g., voice mail, telephone connections), personnel costs or professional services.

The WSBA has an Accommodation Fund available to all members with disabilities to support accessibility and ensure reasonable accommodation for their participation in WSBA services, programs and events; including sign language interpretation, sound enhancement, or personal companions. To request an accommodation, contact your Staff Liaison.

EXPENSE AFFIDAVIT FORM

Up to \$75 may be reimbursed in the absence of a receipt (for expenses other than airfare, rental cars, lodging or meals)

Under penalty of perjury, I hereby certify that I incurred the cost of :

Date of Purchase:

Name of Vendor:

Item Description:

Amount Paid: \$ _____ Was sales tax paid on the purchase? ☐ Yes ☐ No

Brief Description of why there is no receipt or a copy is being used: _____

Signature of Purchaser: _____

Date: _____



Washington Young Lawyer Committee

Purpose: During the FY 2018 WSBA board and committee member recruitment process, WSBA intends to offer more information about the roles, responsibilities, and commitments of serving as a volunteer for WSBA. WSBA would like the WYLC's assistance in clarifying the roles and responsibilities of WYLC volunteers and offers this draft as a starting point for that discussion.

Roles and Responsibilities – **DRAFT**

The work of the Washington Young Lawyer Committee (WYLC) adds critical value to the Washington State Bar Association (WSBA) and broader legal committee. There are over 7,000 new/young lawyer members of the WSBA. The WYLC goals are to: support new/young lawyers as they transition to practice; connect new/young lawyers with WSBA programs, services, and activities, including pro bono and public service; and serve as a resource for new/young lawyers through membership outreach and leadership.

In order to help facilitate the work of this committee, outlined below are the practices and expectations for the various committee positions. Coordination between all committee members and staff is critical to the overall success and functioning of the committee and its ability to meet its goals. All are expected to work together as partners, with mutual respect, in pursuit of the committee's goals.

This document outlines roles and responsibilities for:

- All WYLC members
- WYLC leadership team
- Chair
- Chair-elect
- Past chair
- BOG Liaison
- Subcommittee chairs
- WYLC district representatives
- At-large members
- WYLC staff liaison

All WYLC members:

Committee volunteers are vital to efficient and effective work produced by the WYLC. Your contributions of time and expertise are one of our most important and valued resources.

To be prepared to accomplish WYLC work, we expect WYLC members to be familiar with:

- WSBA's mission, goals and strategic priorities,
- WSBA's current committee policies,
- WSBA's values, guiding communication principles, and conflict resolution practices,
- the Committee's annual report, and
- Understanding the wealth of programs and products that are offered by WSBA to serve our new/young lawyer members.

Each committee member is responsible for:

- Attending six WYLC meetings by phone or in person (review WYLC policy on excused absences),
- Serving on at least one working subcommittee,
- Following WSBA and committee policies, procedures and norms, and
- Being responsive to Bar members who contact WYLC members with questions about the WYLC, the Bar, and the broader legal community.

WYLC Leadership team:

The WYLC leadership team includes the Chair, Past Chair, Chair-Elect, the WYLC BOG liaison and the WSBA staff liaison. The function of the leadership team is to guide the committee in its work consistent with the WSBA policies and strategic plan and as outlined by the scope of the work and charge of the committee through the annual report. The team works collaboratively to build on each other's work every year.

The leadership team is expected to be familiar with:

- The WYLC budget and the WSBA budget process,
- The WSBA committee appointment process, and
- The WYLC annual reporting process.

Each leadership team member is responsible for:

- Seeking to create an inclusive environment and support the work of the entire WYLC and new lawyer community,
- Attending a monthly leadership call,
 - Review and approve meeting minutes,
 - Determine direction of the WYLC,
 - Brainstorm for and finalize WYLC meeting agendas,
- With staff, develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year,
- With staff, participate in writing and approving the annual report,
- With staff, participate in reviewing applicants and nominating members of the WYLC,
- When appropriate, make policy recommendations to the Board of Governors,
- Collaborate with staff on WYLC projects, finding opportunities to partner with WSBA and make use of broader resources to serve the broader new/lawyer committee, and
- Pursuant to the WSBA Bylaws, request that the Board of Governors remove members from the committee for non-attendance or for cause.

WYLC Chair:

The WYLC Chair is expected to be familiar with:

- The committee's ongoing projects and how they relate to accomplishing the goals outlined in the annual report,
- WYLC meeting procedures and bylaws on voting and meeting facilitation principles, and
- The WSBA section Young Lawyer Liaison program.

The WYLC Chair is responsible for:

- Participating in monthly one-on one call with staff liaison:
 - Monitor WYLC project timeline,
 - Troubleshoot any challenges to meeting the goals outlined in the annual report,
 - Brainstorm and plan ways the chair and the staff liaison can support the broader work of committee members,
- Be the point person for delegating committee responsibilities, and actively participate in the work of the committee by volunteering for assignments,
- Review suggested nominations of young lawyer liaisons to sections and make final appointments (*subject to changes agreed upon by the section policy workgroup*),
- Chairing WYLC meetings,
- Acting as the point person for the broader bar community to connect with the WYLC,
 - Seek to be responsive to inquiries,
 - Be familiar with the projects of the WYLC and refer individuals who could help with WYLC work to the correct point people when appropriate,
- Supporting and encouraging WYLC leaders in moving forward the projects tasked to the committee, and
- Leading collaboration and teamwork between the leadership team.

Chair-elect:

Past Chair:

BOG Liaison:

The function of the Board of Governors liaison is to assist the operation of the particular committee by acting as an information conduit between the committee and the Board of Governors. The Board of Governors liaison is responsible for communicating developments in the Board of Governors to the particular committee and vice versa. The Board of Governors liaison does not participate in the committee's votes unless otherwise stated in WSBA policy.

Specific Duties:

- Attend meetings of the committee.
- Report to the Board of Governors any significant or interesting activities of committees.
- Assist the committee in remaining vital and active within its assigned scope or endeavor.
- Coordinate with the committee chair and staff liaison in bringing relevant developments in the Washington State Bar Association to the attention of the committee and communicating relevant developments within the committee to the Board of Governors as well as other concerned divisions, sections or committees.
- Assist the committee in reporting to the Officers when the committee has fulfilled its designated purpose and is no longer necessary.
- Coordinate with the chair and staff liaison to assist the committee in bringing action or informational items before the Board of Governors.
- Coordinate with staff liaison to call to the committee's attention any WSBA policies that may affect the committee's activities or work schedule.

Subcommittee chairs:

The WYLC creates subcommittees that fulfil a specific purpose to help the committee achieve the goals it sets out each year. Subcommittees are made up of WYLC members and other new and young lawyers who volunteer to do the bulk of the WYLC's work between WYLC meetings. Subcommittees are led by a chair that is responsible for communicating the work of the subcommittee to the WYLC.

Subcommittee chairs are expected to be familiar with:

- The goal of the subcommittee and how it relates to accomplishing the goals outlined in the committee's annual report,
- The policy for scheduling subcommittee meetings, and
- The subcommittee roster.

Subcommittee chairs are responsible for:

- Ensuring the work of the subcommittee is completed,
- Scheduling subcommittee meetings between each full WYLC meeting,
- Conducting effective and efficient subcommittee meetings,
- Be the point person for delegating subcommittee responsibilities, and actively participate in the work of the subcommittee by volunteering for assignments,
- Ensuring each subcommittee member plays a role in completing subcommittee work,
- Ensuring notes are taken during subcommittee meetings,
- Submitting a subcommittee report to the WYLC chair and staff liaison at least two weeks prior to each WYLC meeting,
- Presenting subcommittee reports at WYLC meetings as needed, and
- Communicating with the staff liaison and WYLC chair when assistance is needed for subcommittee work.

WYLC District Representatives:

The 11 WYLC district representatives are key to connecting the work of the WYLC to the over 7000 new and young lawyers who are members of the Bar.

District representatives are expected to be familiar with:

- The local bar and YLD leaders within their district,
- The timeline for sending quarterly contacts, and
- The process for requesting funds from the WYLC to assist in local outreach events.

Additional time commitments and expectations*:

- Send out quarterly contacts to new/young lawyers in their district four times a year, based off the content provided by the staff liaison,
- Work with the Social Events and Budget subcommittee to determine if WYLC outreach funds will be used for an outreach event in district, in partnership with a WSBA program or service to a local YLD population,
- Seek additional ways to share WSBA resources to new/young lawyers in district, and
- Submit a district report to the WYLC chair and staff liaison at least two weeks prior to every WYLC meeting.

*The two representatives from King County are expected to communicate with each other and split up their work.

At-large members:

WYLC Staff Liaison:

Role of the Committee Staff Liaison

Effective staff liaisons are essential to the committee and WSBA's overall success. A staff liaison is a key resource to the assigned committee, not simply a recording secretary. The liaison facilitates committee operations by acting as the information conduit between the committee, the Board of Governors and the WSBA organization and also assists the chair with planning and administrative responsibilities.

Note: Too large of a staff role reduces the value of the committee and motivation of volunteers. Too small a role often results in the committee drifting aimlessly and operating inefficiently.

Responsibilities of the staff liaison include:

- Being familiar with all aspects of the committee's work, including the committee's purpose, prior work product, and current budget and activities.
- Working with the leadership team to ensure that committee work is consistent with the WSBA's goals and objectives.
- Conducting ongoing general assessment of how the committee and its work fit with other projects being undertaken by WSBA and legal or community organizations.
- Understanding and advise the committee about:
 - the WSBA and its strategic goals;
 - relevant policies, procedures, rules, and organizational activities, including restrictions imposed by General Rule 12; and
 - lobby law compliance, if applicable.
- Maintaining records and relevant information on committee work.
- Being an active participant at meetings, engaged in discussion, answering questions, offering suggestions, and giving perspective. A liaison anticipates the committee's informational needs and coordinates with the WYLC leadership team, the appropriate staff and volunteer input before discussion and decision making. While the staff liaison does not make policy decisions for the committee, the staff liaison should inform the policy or policies being developed.
- Seeking guidance from their director/manager or other appropriate resources when information beyond the liaison's expertise is required.

Finance, budgeting, and other planning duties:

- Explain to committee members WSBA's budgeting process and how to request additional fund for WYLC specific line items.
- Assist the leadership team in preparing the committee's financial and program/project planning documents, including an annual budget and an annual report.
- Along with the Social Events and Budget Subcommittee chair, track the committee's budget, and proactively report appropriate financial information.

- Review monthly financial statements and report financial/budget concerns to their supervisor and follow up until the matter is resolved.
- Explain to committee members expense reimbursement policies and procedures and ensure they are being followed.

Resource and administrative support duties:

- Make early contact with the leadership team to discuss a meeting schedule for the year, taking into consideration deadlines for financial and other planning activities as well as committee projects and reports. The liaison reviews with the leadership team the committee's charge and goals for the year; ongoing committee projects and programs; the committee's budget and other relevant background; and the need for new committee member orientation.
- Contact the Board of Governors liaison at the beginning of the year to answer any questions about the committee's work in the upcoming year and provide any other information requested.
- Coordinate meetings, including scheduling meeting rooms, arranging for refreshments and technical needs, taking into consideration the committee's budget.
- Work with the leadership team to develop and distribute agendas, meeting notices, minutes, financial and other planning documents, and other appropriate communications.
- Take minutes at meetings and promptly transcribe them for the chair's review.
 - Minutes should capture the flavor of the discussion and debate by the committee, but should not necessarily be a *verbatim* account of the meeting. All motions and votes should be recorded in the minutes. A report of those committee members present and those absent with an excuse and those absent without an excuse shall be included.
- Coordinate and/or distribute committee reports or other information to committee members, the Board of Governors liaison, and other appropriate sources relevant to the committee work, including staff, committees, sections, and divisions.
- Anticipate and coordinate the timely production of the committee's communications, marketing, research, and other needs with appropriate staff (for example: event promotion, mailings, newsletter production, etc.).
- Assist in the committee appointment process, including the recruitment of members to fill vacancies, bringing diversity to the committee's work.
- Ensure that the committee's content on the WSBA website is current, accurate, and consistent with WSBA external relations norms.
- Coordinate committee email lists, ensuring that participant list is current and policies and rules are distributed as appropriate.

Additional comments:

- The staff liaisons role is to support the WSBA's decisions, even when they may not support the committee's needs or preferences.
- Generally committee members draft committee major reports and other work product, unless staff has extraordinary expertise on the issue or activity.
- Only the Executive Director may enter into any legal contract or approve the engagement of consultants and professional service providers.
- Staff does not participate in the committee's vote unless otherwise stated in WSBA policy.



Washington Young Lawyer Committee

WYLC Subcommittees 2016 - 2017 (proposed)

Two items to decide on before moving forward with subcommittee work:

- Postponement or continuation of the WYLC Leadership Subcommittee
- Administration of awarding the Public Service and Leadership Award and the ABA scholarship – can this work be combined into one subcommittee?

Liaisons

| | | |
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| WSBA Young Lawyer Liaisons to Sections | | |
| <i>Liaison to staff on the program.</i> | | |
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| BOG Meeting Attendance | | |
| <i>Ensure WYLC member attendance at every BOG meeting</i> | | |
| Sean Davis | | |

COMMUNITY

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| Outreach, Educational Events and Fund | | |
| <i>Set the agenda for across the state outreach, being inclusive of connecting new/young lawyers with other professional communities and the outreach line item allocated to WYLC outreach events.</i> | | |
| | Chair | |
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| Timeline and Goal: | | |

LEADERSHIP

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| Awards, Scholarships and Recognition * Not finalized | | |
| <i>Administer the "Public Service and Leadership Award" and "American Bar Association Young Lawyer Division Delegate for Washington" distribution and awardee recognition.</i> | | |
| | Chair | |
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| Timeline and Goal: | | |

EMPLOYMENT

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| Mentorship | | |
| <i>Work with the bar to produce "episodic mentorship events" and explore other mentorship opportunities for new/young lawyers.</i> | | |
| | Chair | |
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| Timeline and Goal: |
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| Incubator Program |
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| <i>Engage in high level discussions on incubator programs and assess the WYLCs place in this endeavor</i> |
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| | Chair | |
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| Timeline and Goal: |
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| Recruiting, Retention, and Retiring |
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| <i>Partner with the Oregon YLD in planning and executing the “Northwest Regional Summit: Rural Practice – Recruiting, Retention, and Retiring.”</i> |
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| | Chair | |
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| Timeline and Goal: |
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DEBT

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| Debt and New Lawyer Benefits |
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| <i>Brainstorm and research options and look for opportunities to encourage WSBA to “provide low-cost and free professional resources to new/young lawyer,” including exploring how to give new lawyers access to a brief bank and financial planning services. Inform WSBA’s LOMAP what would be beneficial services for new lawyers.</i> |
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| | Chair | |
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| Timeline and Goal: |
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WASHINGTON YOUNG LAWYER COMMITTEE
ABA YLD Conference Funding
Post-Conference Questionnaire

Thank you for representing Washington New and Young Lawyers at the recent American Bar Association conference. Please send this completed questionnaire to newlawyers@wsba.org **no later than two weeks** after the conference.

To receive reimbursement for your travel and lodging costs to attend this conference (not to exceed \$1000) please complete the WSBA Expense Report form and mail to the address below with all applicable original receipts and your original signature. Please submit your request for funds within 60 days from the date of the expense.

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|-----------------|----------------|
| Date: | 9/14/16 |
| Name: | Jacob Brennan |
| E-Mail | jrb@lukins.com |
| WSBA No. | 42887 |

What meeting did you attend (midyear, spring, annual, or fall) and where was it located?

ABA YLD Annual, San Francisco

Did you participate in any voting at the meeting? If yes, please provide a short description of the issue and whether it passed.

I participated in a full day of voting at the ABA YLD Council meeting on 8/4/16. Among those items voted on (and passed) were ~~resolutions amending the YLD bylaws to add additional voting members to the YLD Council, to adopt new rules for the YLD's leadership advisory board to assist them in providing long terms goals / direction to the YLD, and to revise the YLD's reimbursement policy for Affiliates to make attendance at the closing program of YLD meetings mandatory for reimbursement.~~ At YLD Assembly I also voted on (among other things) resolutions urging the ABA to amend the model RPCs to make harassment or discrimination an ethical violation, urges state government to pass laws protecting gender identity, as well as create an evidentiary privilege for intake forms at legal aid groups.

Please name at least three events you attended at the meeting and a short description of each:

1. ABA YLD Council - official cabinet meeting / chief leadership of the YLD
ABA YLD Assembly - official voting and policy making body of the ABA YLD
2. Leadership round table on racial issues - participated in discussion on post-Ferguson racial issues and how lawyers can help address racial issues
3. ABA YLD Council dinner - wined and dined with fellow YLD leadership
CLE / other presentations on Disbarment to Redemption (keynote session); How to deal with Pro Se litigants, being a leader after membership in the YLD has ended, and effectively dealing with and obtaining effective expert witness testimony

Please list at least one topic you learned about at the meeting that you would like to see either implemented, addressed, or focused on by the WYLC and/or WSBA.

Two things - the round table discussion on how lawyers can assist with post-Ferguson issues. Its a hot button issue, and served as a good reminder of how valuable lawyers can be to society.

~~Second, I liked the discussion / vote on creating an evidentiary privilege for intake / other communications with legal service / aid providers. My belief is that this should be adopted in all states, WSBA could push this up to the Supreme Court to address.~~

What was your favorite part of the meeting?

Besides connecting with old friends, the ABA YLD presented their annual awards at Assembly. It is humbling and inspiring to see what other YLDs are doing around the country.

Please provide any other information or highlights you would like to share about the ABA meeting. My term as District 29 representative (WA and OR) to the ABA YLD Council ended on August 6. It has been a pleasure to serve the YLC for the past two years in this position, and represent the WSBA nationally since I attended my first ABA meeting in 2010 and was an ABA YLD scholar in 2012.

Thank you for the opportunity, I look forward to serving on the YLC Board this coming fall.

Please email your completed questionnaire to newlawyers@wsba.org.

If you have any questions, feel free to email newlawyers@wsba.org.

You may also mail in your completed questionnaire to:

Lynda Foster

Washington State Bar Association

1325 4th Ave., Ste. 600

Seattle, WA 98101

Thank you for representing Washington New and Young Lawyers!



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September 29, 2016

Washington Young Lawyers Committee
Washington State Bar Association
1325 Fourth Ave., Suite 600
Seattle, WA 98101-2539

Dear Chair and Members of the Committee:

I want to express my gratefulness to the Committee for assisting me with the opportunity to provide a CLE to young lawyers in the South Sound and provide a report to the Committee on how the event transpired and lessons learned.

The event was put on in partnership with the Thurston County Young Lawyers Section. Our focus group expressed an interest in several topics, including the ethics of social media and we were privileged to have Jeanne Marie Clavere, Professional Responsibility Counsel for the WSBA, present on Examining the Ethics of Attorney Communications and Social Media.

Our planning group decided that a lunch-hour event running from 1-1.5 hours would best meet the needs of the young lawyers in our community. With the assistance of the YLC, we agreed that we would host the event and provide the CLE and lunch to the attendees free of charge.

We procured a great location in a private room at the Casa Mia Italian Restaurant in Olympia and scheduled the event for Tuesday, August 30, 2016 from 12:00 pm to 1:30 pm.

The planning team published the event through the Thurston County Bar Association and WSBA's young lawyer email listservs. All available seating for the event was reserved within 48 hours of sending the emails publishing the event. Fifteen young lawyers ended up attending, which exceeded our planned capacity.

The event cost approximately \$195.00. I paid the costs and submitted receipts for reimbursement to the YLC.

The Thurston County Bar Association took on the responsibility of submitting the application of the class for CLE's and submitting the list of attendees to the WSBA for credit. This was a significant help.

I provided the attendees the opportunity to provide feedback after the event. The speaker evaluation survey indicated the following:

- The speaker's organization was above average.
- The speaker's ability to convey subject matter ranged from "Average" to "Excellent."
- The speaker's handouts were above average.
- The course as a whole exceeded the attendee's expectations.

- The convenience of the location ranged from “Average” to “Excellent.”
- The respondents’ interest in the course topic was high.
- All the respondents indicated they would like to see more similar CLE’s.

Lessons learned:

- Some quick instruction may be helpful to members of the YLC on how to obtain the WSBA’s approval for a CLE. I was unaware that it was my responsibility to ensure an application to the WSBA for approval of the CLE be submitted and that it should be submitted prior to the event, preferably a couple weeks before the event.
- Fifteen seats were far too few for the demand. While the small group was nice, we could have easily served more than twice that number.

All-in-all, the event was a good opportunity to meet and network with other young lawyers. I met several who I have continued to communicate with on a variety of topics.

Thank you to the YLC for its encouragement and role in helping facilitating this event!

Sincerely,

Ryan Bedford