

## **Editorial Advisory Committee Volunteer Position Description**

The Editorial Advisory Committee is the “think tank” behind the WSBA’s official magazine, *NWLawyer* (to be renamed *Washington State Bar News* in the April/May 2020 issue). Working closely with the editor, the Committee ensures that the magazine’s content engages, excites, and informs readers.

**Position overview:** Committee members may be asked to

- identify and develop possible article topics,
- write articles,
- identify and recruit potential authors,
- review and critique issues of the magazine,
- work with staff to develop editorial policy, and
- guide the WSBA in relaying its own news.

Appointment is for a two-year term. Members may apply for one additional two-year term.

**Time commitment:** Members are expected to attend one annual half-day planning meeting, usually in October, and subsequent monthly one-hour meetings held at lunch time, usually during the third week of each month. Other time commitments vary, as committee members will be asked to write articles for the magazine, read and comment on articles, check with their networks to find volunteers willing to write articles, work with *NWLawyer* staff to review potential future articles, and brainstorm ideas for future subjects of interest to be covered in the magazine. Attending meetings in person is encouraged, and is expected for the annual half-day planning meeting. However, options for attending meetings remotely, including videoconferencing, are available, and members from all parts of Washington (and beyond) are encouraged to join the Committee to provide a broad perspective on content of interest to all members.

**Requirements:** All active WSBA members are eligible to apply.

**Preferred qualifications and skills:** Any writing or editing experience is welcome, as is a lively interest in and awareness of current developments in the law and of issues relevant to legal practitioners, and a willingness to do outreach to identify and recruit authors with the expertise and experience to write on specific topics.

**Benefits:** Members may gain editorial experience, have articles they’ve written published, and expand their networks.

**Reimbursement policy:** This is an unpaid volunteer position. Travel expenses may be reimbursed per the WSBA Expense Reimbursement Policy.

**Selection and appointment process:** Applications are reviewed by a team including the chair, staff liaison, and BOG liaison. Recommendations are made to the Board of Governors Nominations Committee, which makes the appointments.

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

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