



2022 ANNUAL CHAIR MEETING

September 28, 2022

AGENDA

- ❑ Welcome & Introductions
- ❑ WSBA Overview, Mission, Strategic Goals & Structure
- ❑ Working Together Toward Shared Goals
- ❑ What You May See from WSBA in the Year Ahead

Hello.

WELCOME & INTRODUCTIONS
HUNTER ABELL, 2022-2023 PRESIDENT-ELECT
PARIS ERIKSEN, VOLUNTEER ENGAGEMENT ADVISOR

INTRODUCTIONS – SMALL GROUP DISCUSSIONS

- ☐ Name
- ☐ Position
- ☐ Name of Entity & Its Purpose
- ☐ Share a Goal for the Coming Year (see links in chat)

WSBA OVERVIEW, MISSION, STRATEGIC GOALS & STRUCTURE

TERRA NEVITT, WSBA EXECUTIVE DIRECTOR

BAR STRUCTURE

The WSBA operates under the delegated authority of the Washington Supreme Court and exercises a governmental function authorized by the Washington Supreme Court to license and regulate the state's over 40,000 legal professionals. The WSBA both regulates legal professionals under the authority of the Court and provides services its members as a professional organization.

BAR STRUCTURE

ETHOS – *Examining the Historical Organization and Structure of the Bar*
<https://www.wsba.org/about-wsba/who-we-are/board-of-governors/bar-structure-study>

- 1. Does current federal litigation regarding the constitutionality of integrated bars require the WSBA to make a structure change?**

Board Response: Current federal litigation does NOT require the WSBA to make a structural change.

- 2. Even if the WSBA does not have to alter its structure now, what is the contingency plan if the U.S. Supreme Court does issue a ruling that forces a change?**

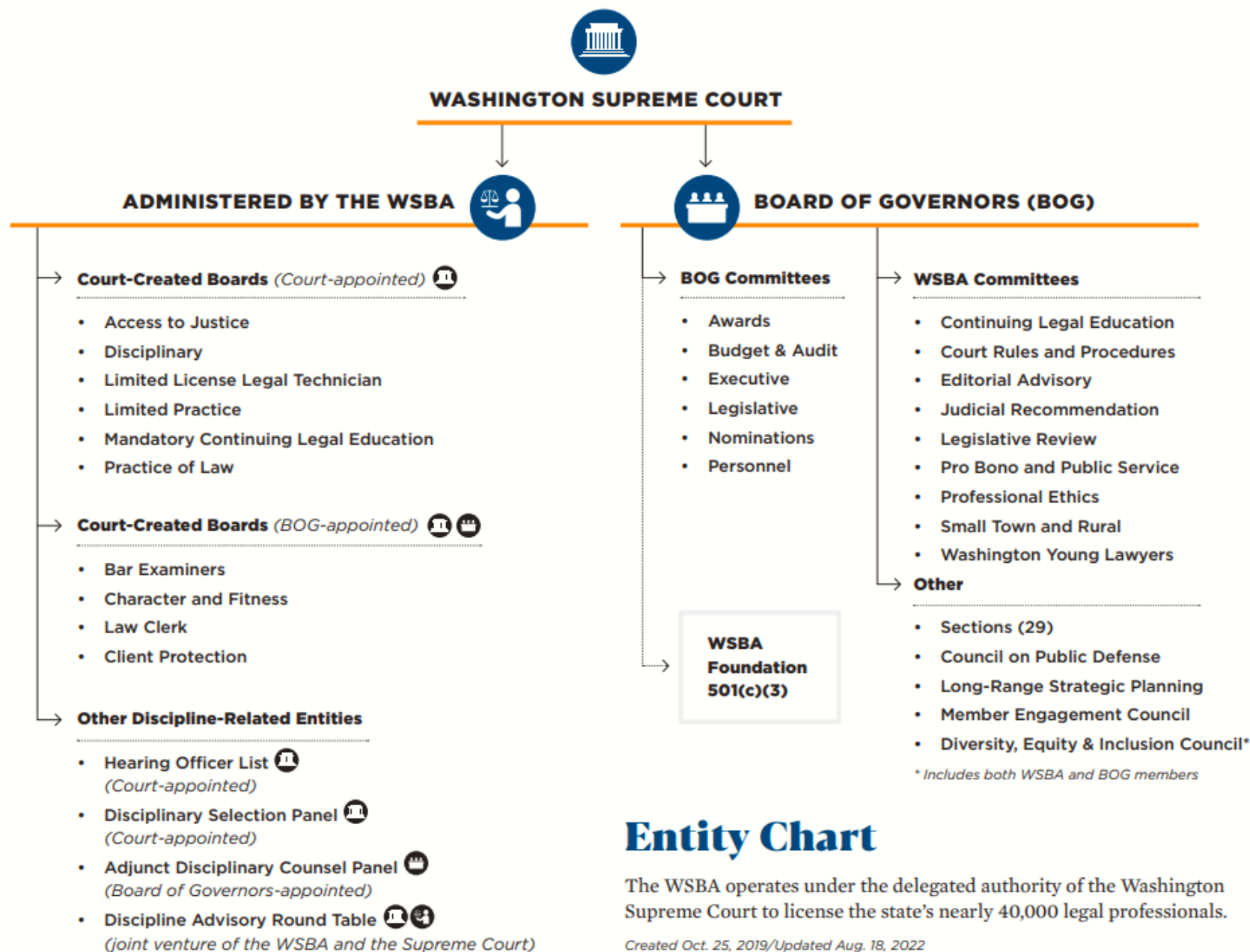
Board Response: It will be important for WSBA and Washington Supreme Court leaders to act upon the actual decision if there is a ruling that forces structure change. Part of the process if such a ruling occurs will include looking at all the documents and information gathered for ETHOS.

- 3. Litigation aside, what is the ideal structure for the WSBA to accomplish its mission?**

Board Response: Litigation aside, the ideal structure is the current integrated model, which provides critical programs and services that work together to support the public and the profession

MISSION STATEMENT

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.**



Entity Chart

The WSBA operates under the delegated authority of the Washington Supreme Court to license the state's nearly 40,000 legal professionals.

Created Oct. 25, 2019/Updated Aug. 18, 2022

MISSION STATEMENT

Please share one way your entity furthers the mission.

STRATEGIC GOALS - APPROVED APRIL 2021

1. To provide **relevant and valuable resources to help all its members** achieve professional excellence and success, in service to their clients and public, and to champion justice.
2. To **uphold and elevate the standard of honor, respect, and integrity** among WSBA members in order to improve public confidence in the legal profession.
3. To **promote access to justice** and improve public confidence, trust, and respect of members of the public in our legal system and bar association.

4. To **promote, diversity, equity, and inclusion** in the legal system and profession.
5. To **manage the business** of the State bar Association in a prudent, efficient, and cost-efficient manner.
6. Foster an organizational environment and culture that demonstrates a **commitment to staff** and embodies the organizational mission and stated values of the WSBA.

STRATEGIC GOALS

Please share one way your entity is working in support of a strategic goal.



WORKING TOGETHER TOWARDS SHARED GOALS

TERRA NEVITT & PARIS ERIKSEN

LET'S DISCUSS...

- ☐ Role of Chair, Staff Liaison & BOG Liaison
- ☐ Onboarding
- ☐ Scheduling Your Meetings
- ☐ Goals, Action Plan & Working with the Board of Governors

ROLE OF CHAIR, BOARD & STAFF LIAISON

Chair:

- Lead to pursue goals.
- Set expectations
- Help refocus
- Ensure work is accomplished
- Develop meeting agendas and materials
- Facilitate meetings
- New member recruitment
- Represent entity

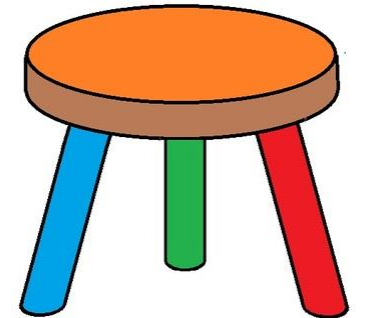
Staff Liaison:

- Collaborate
- Advise
- Manage budget
- Provide expertise
- Connect to WSBA resources
- Develop meeting agendas and materials
- Administrative support

Board Liaison:

- Inform entity of Board activities
- Attend meetings
- Assist with outreach & recruitment
- Assist when presenting with the Board

Chair
Board Liaison
Staff Liaison



Excerpt from the *WSBA Entity Chairs and Liaison: Roles & Responsibilities*

WSBA POLICIES & PROCEDURES

- ☐ WSBA Bylaws
- ☐ General Rule 12
- ☐ Board and Committee Policy
- ☐ Board Action Policy
- ☐ Quorum
- ☐ Open Meetings
- ☐ Fiscal & Expense Policy
- ☐ Legislative Comment Policy
- ☐ Volunteer Vaccination Policy
- ☐ Bar Records
- ☐ Meeting Minutes

Volunteer Toolbox

www.wsba.org/volunteer-toolbox

ONBOARDING & ORIENTATION

Onboarding is the collective experiences or touch points (emails, videos, meetings, events, etc.) strategically placed together to ensure new and returning committees/board members are supported and successful in their roles.

An **orientation** is *one part* of the onboarding experience and is usually one of the first points of contact with new volunteers; focuses on goals, mission, roles & responsibilities.

ONBOARDING & ORIENTATION

New (and returning members) are most likely to be comfortable and successful if they feel supported by staff and leadership and prepared with the skills and knowledge necessary for their new role.

Learning Objectives:

What is expected of the member?

What are the responsibilities?

How does one carry out those responsibilities?

And...?



SCHEDULING MEETINGS

1. Set schedule for the **entire year** now.
 1. Important: If you plan to bring forward an item for action or discussion with the Board of Governors – plan your meeting schedule accordingly.
 2. Review Holidays, WSBA Events Calendar.
2. Discuss **attendance expectations** and why (quorum).
3. Determine meeting **‘operations.’**

PRIORITIZING GOALS

- Review goals FY21 and FY22 Annual Reports.
- Ensure goals are SMART.



Be thoughtful and **specific** about what you want to focus on.

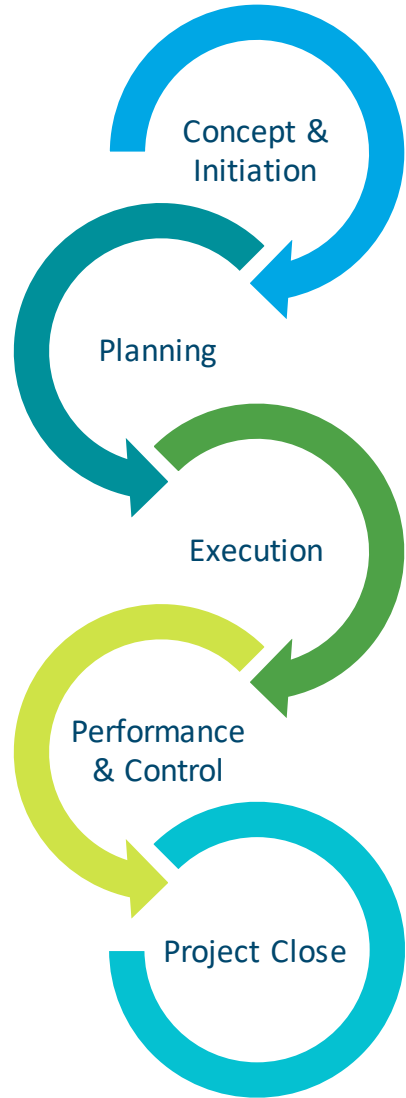
Pick a goal that is **measurable** so you can continually monitor your progress.

Set yourself up for success by choosing something that is **achievable**.

Be **realistic** when choosing your goal(s). Think about how it will affect your day-to-day life.

Be aggressive and realistic when setting your end **time** or date. Knowing there's an end in sight will help you focus and push yourself.

NOW WHAT? 5 PHASES OF PROJECT MANAGEMENT



Concept & Initiation: What is the project? What is the problem you are trying to solve? How is the solution expected to solve the problem? What does success look like and how will you measure it? Identify stakeholders and gather input.

Planning: define statement of work and milestones, timeline, budget, risk assessment, work breakdown. Any barriers? Policy Impact? Authority? Alternative solutions considered? Gather stakeholder input.

Execution: project tasks & action items, Key Performance Indicators.

Performance & Control: monitor. document status and deliverables. Adjust where needed.

Project Close: post-mortem, reporting, final project results vs. original plan, lessons learned.

PROJECT PLANNING & WORKING WITH THE BOG

- Board of Governors Policy Re: Requests for Action
 - Sets forth a preferred process
 - Goal: ensure the Board has sufficient information to make a decision, including compliance with relevant rules, fiscal impact, and the input of various stakeholders.
- How to Bring an Item to the Board for Discussion/Action: Guide and Template
 - New: Equity Analysis



EQUITY ANALYSIS



Annual Chair Orientation – September 28, 2022

TAKEAWAY #1: COMMUNITY INPUT AND INVOLVEMENT

Who will be most affected by this decision? In particular, consider which groups who are underrepresented or marginalized might be most impacted by this decision (e.g., people with disabilities, people from the LGBTQ community, people of color, women, transgender and non-binary people).

How did you meaningfully involve these groups in your process and decision-making?

THE SPECTRUM OF COMMUNITY ENGAGEMENT TO OWNERSHIP

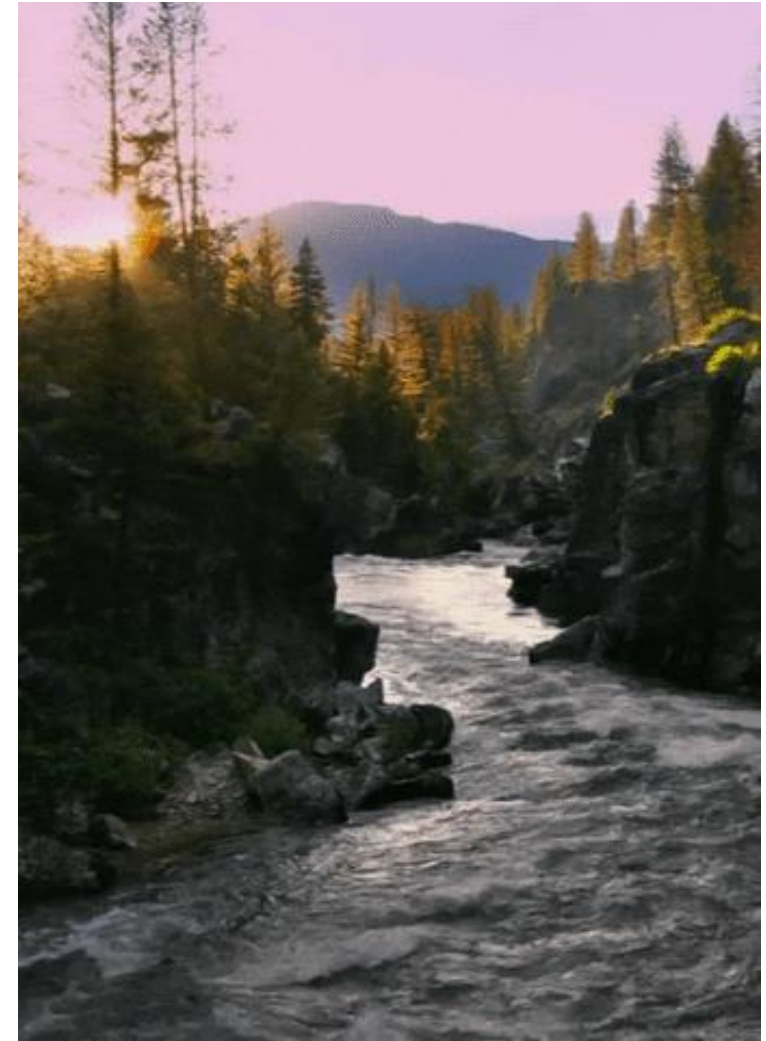


TAKEAWAY #2: CONSIDER THE UPSTREAM AND DOWNSTREAM

What factors (institutions, existing policies, social conditions, etc.) associated with this issue might be affecting underrepresented or marginalized individuals or communities differently?

What are some of the root causes of these inequities?

How will the proposed action increase or decrease equity? Are there any potential unintended consequences?



TAKEAWAY #3: START WITH THE COMMUNITY IN MIND



Involve community from the beginning

Consider the questions at the start of your process

Check in with the Equity and Justice team early and as often as you need

QUESTIONS, CONCERNS?



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WHAT YOU MAY SEE FROM WSBA IN THE YEAR AHEAD

TERRA NEVITT & PARIS ERIKSEN

YOU MIGHT SEE

- Changes to the Fiscal Policies
- ETHOS Report to the Court

REMINDERS

- 2021-2022 Annual Reports Due October 7 (if applicable)
- Volunteer Vaccination Policy

Thank You