



2021 ANNUAL CHAIR ORIENTATION

SEPTEMBER 1, 2021

1:00 – 4:00 PM

ZOOM

AGENDA

- ❑ Welcome & Introductions
- ❑ WSBA Overview, Mission, Strategic Goals & Structure
- ❑ Working Together: Chair, Board Liaison & Staff Liaison
- ❑ How to Bring an item to the Board of Governors for Discussion & Action
- ❑ WSBA COVID-19 Vaccination Mandate Policy
- ❑ Tips for a Successful Year Ahead
- ❑ Break
- ❑ Working Toward Diversity, Equity and Inclusion (CLE accredited)

Hello.

WELCOME & INTRODUCTIONS
PARIS ERIKSEN, VOLUNTEER ENGAGEMENT ADVISOR

INTRODUCTIONS – BREAK OUT SESSIONS

- Name
- Position
- Name of Entity & Its Purpose
- One thing you are looking forward to in your year as chair.



WSBA OVERVIEW, MISSION, STRATEGIC GOALS AND STRUCTURE

TERRA NEVITT, WSBA EXECUTIVE DIRECTOR

THE WASHINGTON STATE BAR IS...

34,429 Active WSBA Members (Lawyers, LLLTs, LPOs)



1,005 (appx.)
Volunteers*

Includes: committees, councils, boards, panels, task forces, section leaders, CLE faculty, and project-based volunteers

9,741*
Section members

6,819
New & Young Lawyers

Date: August 2, 2021
*Date: August 30, 2021

MISSION STATEMENT

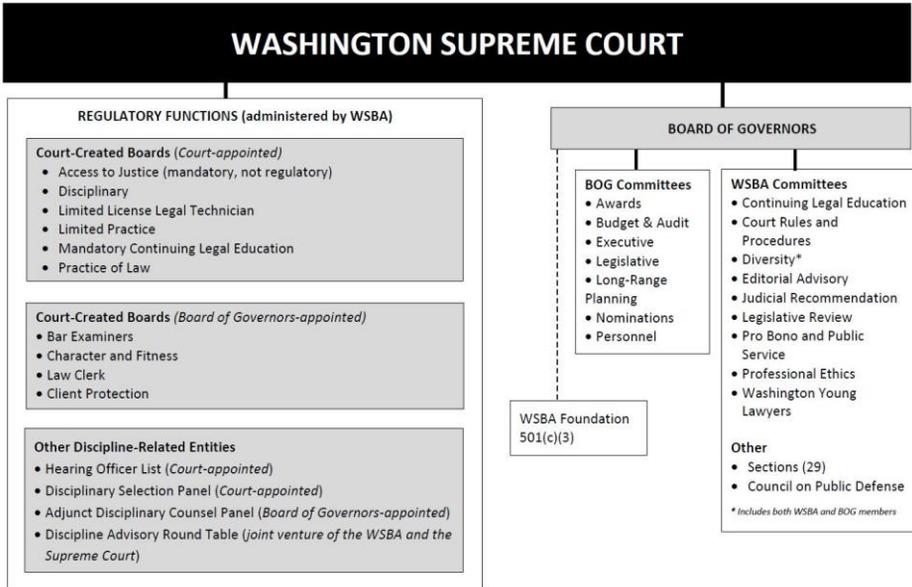
The Washington State Bar Association's mission is to serve the public and the members of the Bar, ensure the integrity of the legal profession, and to champion justice.

WSBA STRATEGIC GOALS

1. To provide relevant and valuable resources to help all of 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.

WSBA STRATEGIC GOALS

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



WSBA BYLAWS

- I. FUNCTIONS
- VII. MEETINGS
- IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES
- X. REGULATORY BOARDS
- XI. SECTIONS

See Also:

General Rule 12.1 (Regulatory Objectives)

General Rule 12.2 Purposes, Authorized Activities, Prohibited Activities

General Rule 12.3 Administration of Supreme Court-Appointed Boards and Committees



WORKING TOGETHER: CHAIR, BOG LIAISON & STAFF LIAISON

BRIAN TOLLEFSON, WSBA PRESIDENT-ELECT

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 agendas & materials
- Administrative support

Board Liaison:

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



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



BRINGING AN ITEM TO THE BOARD OF GOVERNORS FOR DISCUSSION & ACTION

TERRA NEVITT

ANA LANASA-SELVIDGE, CHIEF OF STAFF

HOW AN IDEA CAN BECOME POLICY

DEVELOP AN IDEA

- What is the need or problem we are trying to solve?
- Is WSBA uniquely positioned to solve the problem?
- What are the outcomes and goals?
- What does success look like?

STAKEHOLDER ANALYSIS

- What type of input or feedback is needed? How will it be gathered?
- How might the WSBA reputation be impacted?

RISK ANALYSIS

- What are the legal risks associated (GR12 analysis, consult Bylaws & policies)
- Are there any compliance issues? (rules or regulations?)

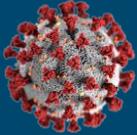
HOW AN IDEA CAN BECOME POLICY

FISCAL IMPACT ASSESSMENT

- What type of resources are needed?
- Does the request optimize the expenditure of WSBA resources?

IMPLEMENTATION ANALYSIS

- What is the timeline and specific actions to be taken?
- Are there any barriers to be addressed?
- Does similar projects/models exist in other state? Where? What were the successes and challenges.



WSBA COVID-19 VACCINATION MANDATE POLICY

TERRA NEVITT

POLICY APPROVED AUG 21, 2021

This policy prohibits any volunteer, including the Board of Governors, from engaging in in-person volunteer work for the WSBA, or as a representative of WSBA, if the volunteer has not been fully vaccinated against COVID-19. A volunteer must either be vaccinated or qualify for an exemption to be eligible to volunteer in-person or on-site.

Other Information:

- Effective immediately
- Proof of vaccination will be required
- Please contact your staff liaison if you are planning an in-person meeting or event.
- Exceptions due to disability and sincerely held religious belief

Contact:

Paris Eriksen, parise@wsba.org



TIPS FOR A SUCCESSFUL YEAR AHEAD PARIS ERIKSEN

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WSBA POLICIES & PROCEDURES

- WSBA Bylaws
- Board and Committee Policy
- Quorum
- Open Meetings
- Fiscal & Expense Policy
- Legislative Comment Policy
- Bar Records
- Meeting Minutes

Volunteer Toolbox

www.wsba.org/volunteer-toolbox

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TIPS

- ❑ Onboarding/Orientation: start planning now
- ❑ Schedule meetings for the entire year now.
- ❑ Set expectations & Discuss 2-3 Goals/Priorities for the year
- ❑ Touch Base regularly with Staff and BOG Liaisons
- ❑ Meeting with WSBA Board of Governors Executive Committee or full Board of Governors
- ❑ Always think about recruitment and relationships
- ❑ Map Out the Year

WSBA Events Calendar

Board of Governors Meetings (6)

Budget & Audit Committee Meetings

Recruitment & Appointment Process (Winter)

Board Nominations Committee Meeting Schedule

Budget Cycle (Spring)

Annual Reports (Summer)

BREAK