

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: [NAME, TITLE]
[NAME, DEPARTMENT DIRECTOR]
DATE: [MONTH, DD, YYYY]
RE: [TOPIC]

IMPORTANT:
Please review the Guide and this Sample Memo prior to cover memo submission.

[CHOOSE ONE OF: ACTION/DISCUSSION/FIRST READ/SECOND READ]: [INSERT BRIEF DESCRIPTION OF TOPIC OR ACTION REQUESTED]

Summarize the problem and the proposed solution in the first paragraph(s).

- *What is the problem we are trying to solve?*
- *How is the solution expected to solve the problem?*
- *What does success look like and how will we measure it?*
- *What are the suggested next steps?*

Background

Provide the procedural background as well as any supporting data or information in this section. Describe the proposing entity and any relevant policies, procedures, rules or court orders that impact this decision or grant authority to take action. This information will help inform the Risk Analysis.

- *Has the request come to the Board before? If so, what has been done since then? How has the proposal changed?*
- *Has WSBA ever taken a position on this issue/had a program to address this? What was it? Has anything changed since then?*
- *How did you learn about the problem? What data or information supports the existence of a problem?*
- *What steps have been taken to arrive at the proposed solution? Were any alternative solutions considered and why were they rejected?*
- *Have you considered the issue through an equity lens? How has that informed your understanding of the problem and/or the proposed solution?*
- *Any barriers to the proposed solution? How will they be addressed?*

Community Input

Summarize the outreach to and response from community members in this section. This information will inform the Equity Analysis.

- *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?*

Information for Fiscal Analysis

Provide information to help inform the Fiscal Analysis.

- *Is a similar project or program already in the WSBA budget?*
- *If implemented, what is your estimated budget for the project?*
- *If implemented, will this project require staff time?*
- *Is this a new technology? Have other similar technologies been explored?*
- *If implemented, will this project save the WSBA money?*
- *Would this project bring in any revenue?*

Information for Equity Analysis

Provide information to help inform the Equity Analysis:

The purpose of the equity assessments is to understand how entities incorporated an equity lens into the action items presented to the Board of Governors. An equity lens is 1) identifying and centering people and communities most impacted decisions and/or 2) meeting people and communities according to their specific needs to produce fair and equal outcomes for all. Please answer the following questions so the Equity and Justice Team can do an comprehensive equity assessment.

- ***IMPACTED GROUPS:** Please describe the direct and indirect impacts of 1) the overall work of your entity and 2) this specific action on the categories below. If you do not believe the action has a direct or indirect impact on any of these categories, please explain why.*
 - *The general WSBA membership*
 - *WSBA staff*
 - *A subgroup of WSBA membership (e.g. LLLTs, family law practitioners, Minority Bar Association members, legal professionals from specific marginalized and underrepresented communities)*
 - *Members of the public in need of legal services (if applicable, please include specific client communities)*
- ***PROCESS:** How did you collaborate with impacted groups identified above? How did you integrate input or leadership from impacted groups into this project or proposed action? If you did not collaborate with or integrate input from impacted groups identified above, please explain why. What resources do you need to sustain relationships with impacted groups? If you do not plan to sustain relationships with impacted groups, please explain why.*
- ***OUTCOMES:** What are the intended outcomes of this specific action? Are there potential unintended consequences? Of the impacted groups outlined above, who benefits most from this action? Conversely, are there groups who may be burdened?*
- ***EVALUATION:** How will you measure the impact of the action, including unintended consequences and disparities among impacted groups? What resources do you need to evaluate the impact of this action and*

track any unintended consequences or disparities?

- *FUTURE LEARNING: Learning to lead with an equity lens is an ongoing process. Please reflect on how you might improve on how you collaborate with impacted groups for future projects and actions. What additional trainings or resources would be helpful to your entity to improve in this area?*

WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.

WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.

WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.

Attachments

List any attachments here.