WELCOME

2020 ANNUAL CHAIR AND LIAISON MEETING
AGENDA

Welcome & Introductions
WSBA Overview and Structure
Strategic Role of WSBA Boards and Committees
Roles of Chair, Board and Staff Liaisons
Volunteerism at WSBA
Relevant WSBA Policies & Procedures
Your Year Ahead
Hello.

WELCOME & INTRODUCTIONS
PARIS ERIKSEN, VOLUNTEER ENGAGEMENT ADVISOR
MEETING GOALS

- Provide you a high-level overview of information and individuals essential to support you in facilitating the work of your entity.
- Understand the important role of Chair
- How to navigate the collaborative relationship between chair, staff and board liaison.
- Review relevant policies & procedures
WSBA OVERVIEW AND STRUCTURE

STRATEGIC ROLE OF WSBA BOARDS AND COMMITTEES

ROLES OF CHAIR, BOARD AND STAFF LIAISONS

KYLE SCIUCHETTI, WSBA PRESIDENT

TERRA NEVITT, WSBA EXECUTIVE DIRECTOR
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.
THE WASHINGTON STATE BAR IS…

34,116 Active WSBA Members (Lawyers, LLLTs, LPOs)

830 (appx.) Members of standing committees, councils, boards, panels, task forces, & section leaders

15,380 Section memberships

7,072 New & Young Lawyers
WASHINGON SUPREME COURT

REGULATORY FUNCTIONS (administered by WSBA)
- Court-Created Boards (Court-appointed)
  - Access to Justice (mandatory, not regulatory)
  - Disciplinary
  - Limited License Legal Technician
  - Limited Practice
  - Mandatory Continuing Legal Education
  - Practice of Law
- Court-Created Boards (Board of Governors-appointed)
  - Bar Examiners
  - Character and Fitness
  - Law Clerk
  - Client Protection
- Other Discipline-Related Entities
  - Hearing Officer List (Court-appointed)
  - Disciplinary Selection Panel (Court-appointed)
  - Adjunct Disciplinary Counsel Panel (Board of Governors-appointed)
  - Discipline Advisory Round Table (joint venture of the WSBA and the Supreme Court)

BOARD OF GOVERNORS
- BOG Committees
  - Awards
  - Budget & Audit
  - Executive
  - Legislative
  - Long-Range Planning
  - Nominations
  - Personnel
- WSBA Committees
  - Continuing Legal Education
  - Court Rules and Procedures
  - Diversity*
  - Editorial Advisory
  - Judicial Recommendation
  - Legislative Review
  - Pro Bono and Public Service
  - Professional Ethics
  - Washington Young Lawyers

Other
- Sections (29)
- Council on Public Defense

* Includes both WSBA and BOG members

WSBA Foundation 501(c)(3)

WASHINGTON STATE BAR ASSOCIATION

Entity Chart
WSBA operates under the delegated authority of the Washington Supreme Court to license the state’s nearly 40,000 legal professionals

10-25-19
I. FUNCTIONS

VII. MEETINGS

IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES

X. REGULATORY BOARDS

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
TO SUMMARIZE: WSBA COMMITTEES AND BOARDS

- These entities carry out important work of the WSBA
- Some report to the Board of Governors, some to the Supreme Court
- All submit annual reports to the Board of Governors and will be invited to meet with the Board over the next three years
- Thank you for your leadership!
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

Excerpt from the WSBA Entity Chairs and Liaison: Roles & Responsibilities
VOLUNTEERISM AT WSBA
PARIS ERIKSEN, VOLUNTEER ENGAGEMENT ADVISOR
VOLUNTEER ENGAGEMENT CYCLE

Volunteer Involvement Strategy

- Recruitment & Marketing
- Screening & Placement
- Orientation/Training
- Ongoing Engagement & Oversight
- Evaluation
- Recognize & Celebrate

Mission, Vision
Strategic Planning

Volunteer Philosophy

Source: 501 Commons
VOLUNTEERISM AT WSBA

My Approach
1. Volunteer work is essential to accomplishing the WSBA mission.
2. Volunteers are a vital extension of the organization and its work.
3. Volunteer commitment merits thoughtful, respectful and strategic engagement.

Guiding Principles:
• Volunteers and staff work in partnership to further the mission of the WSBA
• We leverage the unique experiences, knowledge and contributions of staff and volunteers
• Volunteers are central and important to accomplishing our shared goals
• Staff and volunteers share mutual respect.
- Excerpt from the WSBA Entity Chairs and Liaison: Roles & Responsibilities
WHY VOLUNTEERS?

- Volunteers have **credibility because** they are not paid staff who can be perceived as being a spokesperson. Because volunteers are not profit motivated, they can be viewed as more objective and sincere.

- Volunteers can have a **broader point of view**.

- Volunteers are objective policy makers. ‘Distance’ (by not being paid staff) provides **perspective**.

- Volunteers have the ‘luxury of **focus**.’

- Volunteers are freer to criticize, with ‘less to lose’ the **feedback** can be more direct than staff.

- Volunteers allow us to spend every dollar budgeted – and then do more. **Volunteers extend the budget**.

*Source: From the Top Down: The Executive Role in Successful Volunteer Involvement by Susan J. Ellis.*
RELEVANT POLICIES & PROCEDURES
PARIS ERIKSEN
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
YOUR YEAR AHEAD
“It important for Chairs to make expectations clear. The WSBA staff should pay close attention to whether that is done adequately, and offer assistance if they see a deficiency…”

“Match new volunteers with more experienced volunteers for a mentoring-like experience where the new volunteer can learn more about process, procedure, expectations, current work, etc.”

“Orientation should include a bit more about the history of the committee and maybe a clearer direction of where it’s headed.”
- ONBOARDING/ORIENTATION
- MEETING SCHEDULE FOR THE YEAR
- SET EXPECTATIONS
- REGULAR TOUCH BASE WITH LIAISONS
- MAP OUT THE YEAR

**WSBA Calendar:**
- Board of Governors Meetings (8)
- Budget & Audit Meetings
- Recruitment & Appointment Process (Winter)
- Board Nominations Committee
- Budget Cycle (Spring)
- Annual Reports (Summer)
Thank You