

# WSBA Entity Chairs and Liaisons: Roles and Responsibilities

This document applies to committees and councils created by the WSBA Board of Governors, Supreme Court boards administered by the WSBA, and WSBA regulatory boards created by Supreme Court rule. Any court or WSBA rule, order or directive pertaining to a specific committee or board that is inconsistent with this document supersedes the below. Note that "board" refers to entities performing regulatory functions and "committee" denotes entities performing professional association duties. In this document, the term "entity" is used to refer to both committees and boards.

## Guiding Principles:

- Volunteers and staff work in partnership to further the mission of 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

	<b>Chair</b>	<b>Staff liaison(s)<sup>1</sup></b>	<b>Board of Governors liaison</b>
<b>Onboarding new members</b>	<p>Collaborate with staff liaison to develop a new member orientation. Chair's focus is the entity's history, goals, work in process, and the entity's culture.</p> <p>Check in with new members periodically to monitor engagement and comprehension.</p>	<p>Collaborate with chair to develop a new member orientation. Staff liaison's focus is WSBA policies and procedures, entity's history and functions, Supreme Court rules, and WSBA's broader mission.</p>	<p>Participate in any new member orientation, both to learn the work of the entity and to share the work of the Board of Governors.</p>
<b>Entity management</b>	<p>Lead the entity to pursue its goals (as approved by the Board of Governors or the Supreme Court) by establishing subcommittees, timelines, project plans, etc.</p> <p>Help the entity refocus if changes to goals are needed, and lead entity to develop goals for following year.</p> <p>Set expectations for the entity at the start of the year and maintain expectations throughout the year regarding culture of the entity, following through on work, etc.</p> <p>Ensure that entity work is accomplished between meetings (check that tasks are being completed, nudge project and subcommittee volunteers as needed, identify if other resources are needed to</p>	<p>Advise the chair and entity on developing their goals to ensure they are consistent with the WSBA mission, priorities and commitments, and/or directives from the Supreme Court.</p> <p>Develop and manage the corresponding budget. The staff liaison is responsible for ensuring WSBA funds are spent appropriately and efficiently.</p> <p>Provide expertise as appropriate and advise the entity on WSBA policies and procedures and Supreme Court rules (e.g., GR 12, legislative/court rule commenting, open meetings).</p> <p>Connect the entity to WSBA resources</p>	<p>Be familiar with the work of the entity by reading meeting minutes and attending meetings when available to do so.</p> <p>Inform the entity of Board of Governors decisions or discussions that impact the entity's work.</p> <p>In concert with the staff liaison, bring the entity's attention to WSBA policies that are relevant to the entity's work.</p>

<sup>1</sup> Some entities have multiple staff liaisons, or the staff liaison may delegate some of the duties listed here to other WSBA staff.

	<p>complete a project). Draft documents and other entity work product (also see “Reporting” below).</p>	<p>and departments, as needed, to fulfill entity goals. Ensure that the chair has access to WSBA information/resources that are helpful in strengthening their leadership of the entity.</p> <p>Ensure administrative support including meeting scheduling and logistics; roster, web page and email list maintenance; and expense report processing.</p>	
<b>Meeting management</b>	<p>Collaborate with staff liaison to develop meeting agendas and materials.</p> <p>Facilitate meeting discussions, keeping them on track and on time and ensuring full participation of entity members. Identify a member to serve as back-up chair in the chair’s absence.</p>	<p>Collaborate with chair to develop meeting agendas and materials. Manage and track ongoing and potential agenda items. Distribute meeting notices, agenda, materials and other communication needed by the entity in a timely manner.</p> <p>Take meeting minutes.</p>	
<b>Succession planning</b>	<p>Actively participate in new member recruitment (identify needs of the entity, brainstorm outreach efforts).</p> <p>Participate in nomination team (along with staff liaison and Board of Governors liaison) to propose new entity members for appointment. At the end of their term as chair, meet with new chair to discuss scope of the role and work in progress.</p>	<p>Oversee logistics of entity recruitment and appointment processes, ensuring WSBA procedures and Supreme Court rules are followed and deadlines met.</p> <p>Participate in nomination team (along with chair and Board of Governors liaison) to propose new entity members for appointment. Provide guidance regarding WSBA's commitment to diversity and inclusion.</p> <p>Advise WSBA president-elect on recruitment and selection of new entity chair. (Does not apply to Supreme Court boards.)</p>	<p>Assist with outreach and recruitment efforts to identify potential new entity members.</p> <p>Participate in nomination team (along with chair and staff liaison) to propose new entity members for appointment.</p>
<b>Reporting</b>	<p>Represent the entity (or identify who will) at Board of Governors meetings when the entity has an item on the agenda, and/or at meetings with the Supreme Court.</p> <p>Collaborate with staff liaison to draft the entity’s annual report to the WSBA Board of Governors and any other reports.</p>	<p>Collaborate with the chair to draft the entity's reports.</p>	<p>Serve as an information conduit between Board of Governors and the entity.</p> <p>Assist the entity in preparing for presentations to the Board of Governors, taking into consideration anticipated questions from the Board and setting expectations.</p>