

WASHINGTON STATE BAR ASSOCIATION

Office of the Executive Director
Reports to: Terra Nevitt, Executive Director
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Functions:

- Strategy & Operations: Provides strategic leadership for all organization operations. Oversee staff and operations in accordance with mission statement, guiding principles and strategic goals approved by the Board of Governors.
- Board of Governors: planning meetings of the Board and facilitating the development of each meeting's agenda and materials as approved by the President.
- Volunteer Engagement: support the many WSBA entities and programs that rely on volunteers by overseeing organization wide efforts to recruit, appoint, onboard, recognize and retain volunteers.
- Washington State Bar Foundation: a separate 501(c)(3). See separate Overview document for more information.

When will you hear from OED at BOG meetings?

- Executive Director updates and input throughout meeting.
- Meeting minutes and logistics
- Strategic planning (long-range and short-term)
- Annual meeting of the WSBA Foundation at a BOG meeting.
- Volunteer appointments, Board elections, and other volunteer related bylaws, policies and procedures.

What is the BOG's role in ensuring success of this work?

- Focusing on strategy, oversight and policy for the organization while providing guidance and feedback regarding operational implementation of various Board decisions and initiatives.
- In order to ensure well-run productive meetings and reasonable time for members of the Board, the organization and public to review relevant topics and materials, it is most helpful to adhere to all requested deadlines (agenda and meeting materials) as well as a timely response to requests.