

WSBA New Member Liaison to Administrative Law Section Volunteer Position Description

Application Deadline: July 17, 2026, at 5:00 p.m.

The WSBA New Member Liaison (NML) to Sections Program creates an opportunity for a WSBA section and new members to focus on strengthening the connection between a specific section and the new member community. In collaboration with the section, NMLs bring their perspective and connections to developing educational programming, events, and other section activities tailored to new members.

Position overview:

Responsibilities include:

- Be prepared to attend WNMC meetings and/or activities and report, if the section chooses, at executive committee meetings
- Recruit WSBA new members to join the section
- Work with WSBA New Member Education programs on behalf of the section
- Solicit and/or contribute articles for the section newsletter

The NML will serve as a voting member of the section's executive committee.

Time commitment:

- Appointment is for a two-year term, beginning October 1, 2026, and ending September 30, 2028.
- NMLs are expected to attend the NML orientation held virtually on Tuesday, September 29, at 12:00 PM.
- Attend section executive committee meetings and additional meetings as needed.
- There may be an additional 3-5 hours of section work per month.

Requirements: NMLs must meet the WSBA new member criteria on the start date of their term (October 1, 2026). Active members of the Bar shall be considered a "new member" under the [WSBA Bylaws XII.B](#): an active member within their first 10 years of admittance to WSBA.

While serving in this position, the NML must be a member of the section (section membership dues will be paid for by WSBA New Member Programs).

Preferred qualifications and skills:

- Dependability and accountability
- Collaboration and teamwork
- Problem-solving ability
- Experience volunteering with the section
- Experience developing new member programs or benefits
- Connection to local young lawyers divisions (YLDs) or other new member networks



Benefits:

- Experience shaping new member programming within WSBA sections
- Leadership development
- Networking
- Increased knowledge of and access to WSBA resources for new members
- Membership to Administrative Law Section at no cost to the NML

Reimbursement policy: This is an unpaid volunteer position. The section will reimburse the NML's expenses for:

- Participating on the executive committee and in events on a case-by-case basis with prior approval of executive committee

Selection and appointment process: The section executive committee reviews applications and selects a preferred and alternate candidate for appointment to the NML position. All NML applicants will be notified of appointment decisions in August 2026 from newmembers@wsba.org.

For more information: See <https://www.wsba.org/for-legal-professionals/new-members/new-member-liaisons>

How to apply: You must qualify as a "new member" under the [WSBA Bylaws XII.B](#) (active member within their first 10 years of admittance to WSBA) on October 1, 2026, to be eligible to apply. You do not need to be a current section member to apply. **A completed application form and résumé are due no later than July 17, 2026.** Log in to your [myWSBA.org](https://mywsba.org) account and select the "New Member Liaison to Sections Application" link under the "Connect & Serve" heading on the lefthand toolbar to complete and submit your application materials. Section executive committees will review applications and select a candidate to serve as the section's NML. All applicants will be notified about the status of their application in August 2026 from newmembers@wsba.org.

