



ELUL Executive Committee – Welcome Kit and Overview

Roles & primary duties:

<p>Chair:</p> <ul style="list-style-type: none"> • Monthly agendas • Assist with Mid-Year Coordination • Attend Section Leaders & relevant BOG meetings • Prepare annual report 	<p>Chair-Elect:</p> <ul style="list-style-type: none"> • Coordinate Mid-Year • Assist with One-Day coordination • Back-up to Chair 	<p>Past-Chair:</p> <ul style="list-style-type: none"> • Facilitate nominating committee • Assist with Mini-CLE coordination • Assist with fall networking event
<p>Secretary:</p> <ul style="list-style-type: none"> • Take minutes at monthly meetings • Send calendar invites and Zoom links • Post approved minutes on blog and submit to WSBA 	<p>Treasurer:</p> <ul style="list-style-type: none"> • Monitor WSBA’s monthly budget reports • Prepare draft budget in May/June • Review and facilitate contracts with sponsors and venues for all events 	<p>Legislative Updates:</p> <ul style="list-style-type: none"> • Work with UW students to update weekly bill tracker • Send bill tracker to list serv weekly during legislative session
<p>Mini-CLE(s) (2 hours, virtual):</p> <ul style="list-style-type: none"> • Identify presenters • Set date • Ensure ethics credit offered 	<p>One-Day CLE (6 hours, hybrid at WSBA):</p> <ul style="list-style-type: none"> • Identify presenters • Set date • Find sponsors • Optional: Coordinate as joint CLE with another section 	<p>Blog/Website/Communication:</p> <ul style="list-style-type: none"> • Coordinate with WSBA to update Section webpage • Update ListServ, Facebook, and LinkedIn • Work with blog editors to provide content – <i>at least quarterly</i>
<p>Fall Networking Event:</p> <ul style="list-style-type: none"> • Identify venue • Find sponsors • Optional: Coordinate as joint event with KCBA; combine with Mini-CLE 	<p>Other Activities:</p> <ul style="list-style-type: none"> • Coordinate summer scholarships (2-3) • Coordinate Mid-Year scholarships (2) 	<p>All:</p> <ul style="list-style-type: none"> • Solicit sponsors for events • Participate in at least one of above roles <i>or</i> present at CLE or write blog post (in order to qualify for CLE reimbursement) <ul style="list-style-type: none"> ○ <i>Pilot project in 2023-2024</i> • Attend monthly meetings • Solicit scholarship donations
<p>Coordination with YLL:</p> <ul style="list-style-type: none"> • Law student mixer (April/May) 	<p>Misc:</p>	

<ul style="list-style-type: none"> • Law student speed networking event (October) 	<ul style="list-style-type: none"> • Run2BeFit fundraiser (jointly w/another section?) • Volunteer project (e.g. plant trees, trail work, H4H) • Swag on logo (<i>sell!</i>) – table at Mid-Year; gifts to presenters; ~\$30 coffee mug or water bottle, reusable bag, t-shirt?? 	
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Annual Calendar:

	Odd Years	Even Years
January	Legislative Updates	Legislative Updates
February	Legislative Updates	Legislative Updates
March	Legislative Updates Mid-Year scholarships	Legislative Updates (1/2) Mid-Year scholarships
April	Legislative Updates Law Student Mixer (~Earth Day)	Mid-Year in 2024 Law Student Mixer (~Earth Day)
May	Mid-Year & annual meeting Summer scholarships	Mid-Year & annual meeting Summer scholarships
June	Writing competition Draft budget due	Writing competition Draft budget due
July	<i>Fundraiser or Volunteer Event</i>	<i>Fundraiser or Volunteer Event</i>
August	One-Day CLE	One-Day CLE
September	Optional mini-CLE	Optional mini-CLE
October	Annual planning and internal elections Law student speed networking	Annual planning and internal elections Law student speed networking
November	Networking Event?	Networking Event?
December	Mini CLE (ethics)	Mini CLE (ethics)

3-Year Calendar:

2024	2025	2026
Mid-Year Suncadia April 18-20	Mid-Year Alderbrook May 8-10 May be changed to two-day	Mid-Year <i>tbd</i> <i>Likely two day in May</i>

Executive Committee (10/1/2023 – 9/30/2024):

Chair: Martha Wehling	Chair-Elect: Tom Wilcox	Past-Chair: Donya Burns
Secretary: <i>tbd</i>	Treasurer: <i>tbd</i>	At-Large (2021 – 2024): Caroline Cress
At-Large (2021 – 2024): <i>Vacant</i>	At-Large (2022 – 2025): Gabby Gurian	At-Large (2022 – 2025): Jason Foust
At-Large (2023 – 2025): Nicolas Sweeney	At-Large (2023 – 2026): Allison Bolgiano	At-Large (2023 – 2026): Jessica Pilgrim
Young Lawyer Liaison (2022-2024): Rachel Sinsheimer	WSBA Coordinator: Carolyn MacGregor	

10/1/2023 – 9/30/2024 EC Meetings:

Via Zoom, second Wednesday of every month: 3:30 – 4:30

Except April (hybrid at Mid-Year) and October (hybrid: annual planning/welcome/departure)

Social Media:

Blog: <https://wsba-elul.org/>

LinkedIn: <https://www.linkedin.com/groups/13654341/> (WSBA Environmental and Land Use Law Section (ELUL))

Facebook: <https://www.facebook.com/WSBAELUL/> (WSBA Environmental and Land Use Law Section)

WSBA Website: <https://wsba.org/legal-community/sections/environmental-land-use-law-section>



Detailed Annual Tasks

(needs to be revised to include one-day CLE, fall Young Lawyer speed networking, and July fundraiser or volunteer)

January

- Mid-Year – *in November when CLE in April instead of May:*
 - Save-the-date announcement to listserv, LinkedIn, Facebook (CE)
 - Finalize presenters (CE, co-chairs, WSBA)
 - Solicit sponsors (EC)
- Legislative updates (AL-1, AL-2)
 - Select and train UW students
 - Begin updates second week of January
- Law student Mixer (AL-3, YLL)
 - Start promotion: law students prepare flyers, including sponsorship logo
 - Add to WSBA website, ELUL Facebook, ELUL LinkedIn, list-serv

February

- Mid-Year – *in December when CLE in April instead of May*
 - Finalize agenda (CE, co-chairs, WSBA)
 - Prepare brochure, include sponsors and logos (WSBA)
 - Advertise for scholarship applications (C)
- Law Student Mixer (AL-3, YLL)
 - Select venue
 - Solicit sponsors
 - Send save-the-date
- Legislative updates (AL-1, AL-2)

March

- Mid-Year – *in January when CLE in April instead of May*
 - Advertise (WSBA)
 - Select food/beverage; ensure reception sponsor (CE)
 - Select scholarship recipients and announce (EC)
- Legislative updates (AL-1, AL-2)
- Law Student scholarships (AL-4, YLL)

- Send to law schools
- Law Student Mixer (AL-3, YLL)
 - Finalize food order with venue/caterer
 - Prepare remarks
 - Name tags, drink tickets, table runner, signage, swag
- One-day CLE
 - Solicit co-chairs; decide if joint with RPPT (or other section)
 - Reserve WSBA On24 for August date
 - Send save-the-date

April

- Legislative updates (odd years only) (AL-1, AL-2)
- Mid-Year (*if April*)
 - Advertise on Facebook, LinkedIn, List-serv (CE, WSBA)
- Law Student Mixer (AL-3, YLL, all EC should try to attend)
- One-day CLE
 - Select co-chairs
- Fundraiser/activity in July
 - Contract/confirm

May

- Mid-Year (EC)
 - Annual planning (EC)
 - Annual meeting (EC)
- Law Student scholarships (AL-4, YLL)
 - Select and notify recipients
- One-day CLE
 - Sponsors
 - Finalize presenters
- Fundraiser/activity in July
 - Advertise

June

- Mini-CLEs (AL-5, AL-x)
 - Begin identifying venue for Dec in-person & solicit sponsor
 - Identify 4-6 presenters
- Budget to BOG (C, T, CE, EC)

July

- Mini-CLE planning (AL-5, AL-x)
 - Confirm presenters
 - Select dates for virtual, in-person, and reserve virtual through WSBA
- Fundraiser/Volunteer activity (5k, habitat, trail work, tree planting ...)

August

- One-day CLE
- Mini-CLE planning (AL-5, AL-x)
 - Finalize mini-1
- Annual report for WSBA (C) [*due in October*]
- Fall networking if separate from mini
 - Identify venue; solicit sponsors

September

- Mini-CLE 1 (virtual) (AL-5, AL-x)
- New EC members invited to attend regular meeting
 - Decide on dinner in October; reserve (C)
- Mid-Year – *in August if CLE in April*
 - Solicit co-chairs (EC)
- Law Student scholarships (AL-4, YLL)
 - Follow-up with students
- Fall networking
 - Contracts signed

October

- New member meeting (EC)
 - Assign new roles
 - Annual planning
 - Dinner for departing members
- Mid-Year – *in September if CLE in April*
 - Advertise for co-chairs (EC)
 - Request venue options to research for year+3 (EC, WSBA)
- [optional] Mini-CLE 2 (AL-5, AL-x)
- Young Lawyer Speed Networking Event
- Law Student Mixer (AL-3, YLL)
 - Contact UW and SU law students about dates, venues, fundraising, and advertising
 - Date conflicts: breaks, exams, holidays, spring breaks for local schools, sporting events

November

- Mid-Year – *in October if CLE in April*
 - Select co-chairs (EC)
 - Use EC meeting to brainstorm presenters and subjects (EC, co-chairs)
 - Select year+3 mid-year venue (EC, WSBA) (i.e. in 2023, select 2026)
- Mini-CLE 3 (AL-5, AL-x)
 - Advertise in-person
 - Finalize details (reception, contract, venue)
- Law student Mixer (AL-3, YLL)
 - Reserve venue
 - Invite sponsors

December

- Mid-Year – *in November if CLE in April*
 - Begin confirming presenters (CE, co-chairs, WSBA)
- Mini-CLE 3 in person (AL-5, AL-x)
 - Ethics credit
 - Sponsor for reception
- Law Student Mixer (AL-3, YLL)
 - Confirm sponsorships in writing (WSBA)
- Fall Networking Event
- Select fundraiser/activity for July

Annually

- Solicit blog posts (EC) – goal is at least one post each quarter
- Solicit scholarship donations (EC)
- Annual project (decide on at October meeting) (EC)
 - Advice for law students (update every five years)
 - Volunteer event (trail, habitat for humanity, plant trees, etc.)

Every Three Years Beginning in November 2025:

- (CE) – change Zoom, Gmail, and Wordpress billing

(C) – Chair	(S) – Secretary	(AL – 1) At-Large 1	(AL – 4) At-Large 4
(CE) – Chair Elect	(T) - Treasurer	(AL – 2) At-Large 2	(AL – 5) At-Large 5
(PC) – Past Chair	(YLL) – Young Lawyer Liaison	(AL – 3) At-Large 3	(WSBA) – WSBA Staff