



Roles & Expectations

Chair

Bylaws, Section 4: The Chair, as chief executive officer, shall preside at all meetings of the Voting Members and the EC, and have such other executive powers and perform such other duties as are not inconsistent with these Bylaws or the Bylaws of the Bar.

Overview: The Chair assumes leadership of the EC. The Chair is responsible for setting up recurring meetings, checking in on the status of ongoing events and goals, and liaising with WSBA as well as outside organizations of no other member is able. Further, the Chair must take steps to encourage other members of the EC, foster commitment from both the EC and Section membership, and set the overall tone for the term they are elected to serve.

Key Responsibilities:

- 1. Facilitate EC Meetings and Section Meetings, As Applicable:**
 - Schedule, call to order, and facilitate all regularly scheduled EC meetings.
 - Ensure that all attendees to regularly scheduled EC meetings are involved in group discussions and decisions.
 - Serve as mediator for any Section-wide meetings with Section members, and set the rules/parameters for such meetings, as applicable.
- 2. Serve as Main Communicator with Section Membership:**
 - Manage Section e-mail inbox.
 - Send listserv messages on behalf of EC.
- 3. Liaise with Other EC Officers to Assist with Various Officer Duties (For Example):**
 - Assist Treasurer to develop the annual budget.
 - Coordinate with 1VC on Social Media postings.
 - Work with 2VC and IPC during election cycles.
- 4. Lead The Planning Discussions for The Annual EC Retreat:**
 - Take primary responsibility for revising the User Manual.
 - Create agenda.
 - Solicit feedback from EC members to revise User Manual and planned Retreat agenda.
 - Work with other EC officers to secure the venue, catering, and coordinate other logistics.
 - Work closely with the **Sections Program Specialist** to ensure the section's activities are aligned with WSBA policies and supported administratively.

Term Length and Commitment:

- The Chair is expected to serve a term of two-years, with the possibility of reappointment or election as determined by the Bylaws.
- This role requires a commitment to attending all EC meetings and fulfilling duties in a timely and professional manner.

First Vice Chair

Bylaws, Section 4: The 1st Vice Chair shall perform all duties of the Chair during the Chair's absence or inability to act and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair. The 1st Vice Chair shall have such other powers and perform such other duties not inconsistent with these Bylaws as, from time to time, may be prescribed by the Chair or the EC.

Overview: The First Vice Chair ("1VC") is "second in command" to the Chair – if the Chair is unable to attend any EC meeting, the 1VC shall preside and assume the duties of Chair for that meeting. Further,

the 1VC is responsible for managing the majority of the social media needs of the EC and for serving as the chair for Subcommittee #1.

Key Responsibilities:

- 1. Assume All Relevant Duties of the Chair in The Chair’s Absence (For Example):**
 - Facilitate EC meetings and Section meetings.
 - Liaise with other EC officers to assist with various officer duties.
 - Lead the planning discussions for the annual EC Retreat.
- 2. Take Primary Responsibility of Section Social Media Resources, Excluding The Section E-Mail and Listserv:**
 - Access, post in, and regularly check LinkedIn page.
 - Work with Chair to roll out EC bios on LinkedIn.
 - Liaise with WSBA to update Section website, as applicable.
 - Access and be familiar with inner workings of Section Google Drive.
- 3. Chair Subcommittee #1:**
 - Schedule and facilitate subcommittee meetings.
 - Assist subcommittee members select Project Leaders for each project within subcommittee scope.
 - Serve as a resource for subcommittee members planning various projects.
 - Serve as the final say on which matters much be presented to greater EC for approval, consistent with the Bylaws and WSBA policy and bylaws.
- 4. Assist with Annual EC Retreat Planning:**
 - Assist with revising the User Manual and agenda.
 - Work with 2VC, IPC, and Treasurer to secure the venue, catering, and coordinate other logistics.

Term Length and Commitment:

- The First Vice Chair is expected to serve a term of two-years, with the possibility of reappointment or election as determined by the Bylaws.
- This role requires a commitment to attending all EC meetings and fulfilling duties in a timely and professional manner.

Second Vice Chair

Bylaws, Section 4: The 2nd Vice Chair shall perform all duties of the 1st Vice Chair during the Chair’s and the 1st Vice Chair’s absence or inability to act and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair or 1st Vice Chair, as applicable. The 2nd Vice Chair shall have such other powers and perform such other duties not inconsistent with these Bylaws as, from time to time, may be prescribed by the Chair or the EC.

Overview: The Second Vice Chair (“2VC”) is “third in command” to the Chair – if both the Chair and 1VC are unable to attend any EC meeting, the 2VC shall preside and assume the duties of Chair for that meeting. Further, the 2VC is responsible for working closely with the Secretary to create and distribute EC meeting agendas and minutes, assisting the IPC with elections, and for serving as the subcommittee chair for Subcommittee #2.

Key Responsibilities:

- 1. Assume All Relevant Duties of the Chair in The Absence of Both the Chair and 1VC (For Example):**
 - Facilitate EC meetings and Section meetings.

- Liaise with other EC officers to assist with various officer duties.
- Lead the planning discussions for the annual EC Retreat.
- 2. Assist Chair and IPC with Elections:**
 - See Bylaws, Section 6.3.2, for information on the election process.
- 3. Assist Secretary with Agenda and Meeting Minutes:**
 - Work with Secretary to ensure that a drafted agenda is sent before each regularly scheduled meeting, meeting minutes are taken, and meeting minutes are distributed in a timely manner.
- 4. Chair Subcommittee #2:**
 - Schedule and facilitate subcommittee meetings.
 - Assist subcommittee members select Project Leaders for each project within subcommittee scope.
 - Serve as a resource for subcommittee members planning various projects.
 - Serve as the final say on which matters much be presented to greater EC for approval, consistent with the Bylaws and WSBA policy and bylaws.
- 5. Assist with Annual EC Retreat Planning:**
 - Assist with revising the User Manual and agenda.
 - Work with 1VC, IPC, and Treasurer to secure the venue, catering, and coordinate other logistics.

Term Length and Commitment:

- The Second Vice Chair is expected to serve a term of two-years, with the possibility of reappointment or election as determined by the Bylaws.
- This role requires a commitment to attending all EC meetings and fulfilling duties in a timely and professional manner.

Immediate Past Chair

Bylaws: N/A

Overview: The Immediate Past Chair (“IPC”) is a consultant and provides support to the Chair and other EC members. The IPC should generally not commit to chair any specific event or goal, but assist as a planning team member instead. This is partly so that other members can learn to chair events and because the IPC has just served at for at least one full year if not two as the Chair with substantial responsibilities.

Key Responsibilities:

- 1. General Consulting; Collaboration & Communication:**
 - Facilitate the Chair's leadership of the EC.
 - Assist with transition of Chair between terms by providing the applicable training.
 - Work closely with other executive officers to assist with executive decision-making and ensure decisions are aligned with the Section’s Mission and Purpose.
- 2. Administrative WSBA Tasks:**
 - Lead the elections process (*see* Bylaws, Section 6.3.2).
 - Other WSBA liaison/“admin” work with the purpose of freeing up other EC members to focus on other efforts.
- 3. Event Planning:**
 - Plan the annual EC retreat in collaboration with the Chair, Vice Chairs, and Treasurer (see below).
 - Helping to plan one EC-exclusive social event per year.
- 4. Assist with Annual EC Retreat Planning:**

- Assist with revising the User Manual and agenda.
- Work with First Vice Chair, Second Vice Chair, and Treasurer to liaise with WSBA regarding venue/vendors, budget and other logistics.

Term Length and Commitment:

- The Immediate Past Chair is expected to serve a term of two-years. If the current Chair chooses to run for election for a second term and is elected, the Immediate Past Chair may but is not required to remain in their role for an additional term.
- Serve as a member on one or both subcommittees.
- This role requires a commitment to attending all EC meetings and fulfilling duties in a timely and professional manner.

Secretary

Bylaws, Section 4: The Secretary shall be responsible for the taking of minutes at each meeting of the Section and the Executive Committee, and shall provide approved minutes to the Bar upon request for publication and record retention. In addition, the Secretary shall be responsible for, in coordination with the Chair, preparing the agenda for any Executive Committee meetings, distributing such agenda to the Executive Committee prior to meetings, and distributing the minutes to the Executive Committee following any meeting.

Overview: The Secretary is the record-keeper for EC happenings, and thus plays a critical role in maintaining the section’s records and ensuring the smooth administration of the executive committee’s operations. The Secretary is expected to attend all regularly scheduled EC meetings. The Secretary is also responsible for preparing the agenda before meetings, circulating that agenda, circulating minutes, and documenting the decisions, discussions, and actions of the committee. The Secretary must have access to the Google Drive in order to store and access agendas, minutes, and other pertinent records. The Secretary will work closely with the Second Vice Chair in their duties.

Key Responsibilities:

- 1. Prepare Meeting Agendas for All Regularly Scheduled Meetings:**
 - Send an email to EC members one week prior to all regularly scheduled meetings calling for agenda items.
 - Put together an agenda and send to Second Vice Chair for approval prior to regularly scheduled meetings. See [Attachment P: Agenda & Meeting Minutes Template](#).
 - Circulate agendas to EC meetings the day before all regularly scheduled meetings.
- 2. Record Meeting Minutes for All Regularly Scheduled Meetings:**
 - Record accurate and detailed minutes of all executive committee meetings, capturing key decisions, action items, and discussions. See [Attachment P: Agenda & Minutes Template](#).
 - The Minutes should, at a minimum, include those in attendance, call to order and adjourn time, the outcome of any motions, and a high level summary of meeting discussions.
- 3. Distributing Minutes & Accessing Google Drive:**
 - Save agendas and minutes in the Google Drive using minutes link - <https://docs.google.com/spreadsheets/d/1LSRmdjCXXYGme5gOokwet6vnOKoo6gzOEsVHG02jnqg/edit?usp=sharing>.
 - Download minutes for each meeting in pdf following meeting and distribute to EC members for approval before next meeting.
 - Once approved at next meeting, send minutes in pdf form to WSBA for adding to Section website.

- Be familiar with the various folders in the Google Drive such that requested documents and materials can be produced promptly.

Term Length and Commitment:

- The Secretary is expected to serve a term of one-year, with the possibility of reappointment or election as determined by the Bylaws.
- Serve as a member on one or both subcommittees.
- This role requires a commitment to attending all Executive Committee meetings and fulfilling duties in a timely and professional manner. Because the Secretary takes notes at all regularly scheduled meetings, if for any reason the Secretary is unable to attend, they must let the Chair know as soon as possible so that a substitute note-taker can be identified.

Treasurer

Bylaws, Section 4: The Treasurer will work with the Bar and Section EC to ensure that the Section complies with applicable Bar fiscal policies and procedures, work with the Bar and Section EC to prepare the Section’s annual budget, and review the Section’s monthly financial statements for accuracy and comparison to the budget.

Overview: The Treasurer plays a crucial role in managing the financial operations of the Health Law Section’s. This position ensures that the section’s finances are accurately maintained, reported, and aligned with the EC’s goals and mission. The Treasurer is also responsible for supporting strategic planning by providing insight into financial resources and constraints.

Key Responsibilities:

- 6. Financial Planning and Budgeting:**
 - Develop an annual budget in collaboration with the EC and the WSBA, ensuring that the section’s financial resources are allocated in alignment with its strategic goals.
 - Present the proposed budget to the EC for approval at the beginning of the fiscal year.
- 7. Financial Reporting:**
 - Prepare and provide updates at all scheduled EC monthly meetings.
- 8. Expense Authorization:**
 - Review and approve all expenditures in accordance with the section’s budget.
 - Ensure compliance with any financial policies set forth by the section or the state bar, including expense
- 9. Record-Keeping and Auditing:**
 - Maintain organized and up-to-date financial records for all transactions, including receipts, invoices, and bank statements.
- 10. Collaboration and Communication:**
 - Work closely with the Chair, 1VC, and 2VC to align financial decisions with the section’s overall goals and activities.
 - Provide financial advice and insight to the EC during decision-making processes.
 - Support the transition to the incoming Treasurer by providing training, handing over records, and ensuring continuity in financial management.

Term Length and Commitment:

- The Treasurer is expected to serve a term of one-year, with the possibility of reappointment or election as determined by the Bylaws.
- Serve as a member on one or both subcommittees.

- This role requires a commitment to attending all EC meetings and fulfilling duties in a timely and professional manner.

New and Young Lawyer Liaison

Bylaws: Liaison applicants must qualify as a “young lawyer” under the WSBA Bylaws XII.B upon the term start date (active member admitted to practice for five years or less, or 36 years old or younger).

Overview: The New and Young Lawyers Liaison to the Health Law Section plays a crucial role in bridging the gap between new and young lawyers in the WSBA and the Health Law Section. Liaisons bring fresh perspectives, new ideas, and energy to the section, while also creating valuable opportunities for other young lawyers to get involved in section activities. They act as advocates for the needs of new and young lawyers, while also helping to ensure the section stays relevant and engaging for new generations of attorneys.

Key Responsibilities:

1. **Serve as a Conduit Between New and Young Lawyers and the Section**
 - Facilitate communication and collaboration between new and young lawyers and the section’s executive committee.
 - Share insights and concerns from the new and young lawyer community with section leadership to help inform decisions and initiatives.
2. **Promote Section Activities**
 - Help recruit and encourage new and young lawyers to attend and participate in section events, contributing to the section’s growth and diversity.
 - Help organize and promote the section’s events, such as the Student Health Law Fair and networking events, specifically targeted toward young lawyers.
3. **Leadership and Representation**
 - Act as a voice for new and young lawyers within the Health Law Section, representing their interests in executive committee meetings.
 - Provide input on section programming, initiatives, and policies to ensure they are inclusive and relevant to young lawyers.
 - Assist in developing pathways for young lawyers to take on leadership roles within the section and the broader WSBA.
4. **Support Professional Development of Young Lawyers**
 - Act as a mentor or point of contact for young lawyers and law students seeking guidance in the legal profession.
5. **Facilitate Collaboration with Other WSBA Sections**
 - Build connections with other young lawyer liaisons across WSBA sections to share best practices and ideas for engagement.

Term Length and Commitment:

- The YLL is expected to serve a term of two-years.
- This role requires a commitment to attending all EC meetings and fulfilling duties in a timely and professional manner.

At Large Members

Bylaws: N/A

Overview: At Large Members are voting members of the EC who assist the EC with all non-officer duties, including but not limited to organizing and/or chairing events, drafting flyers, and working to fulfill the missions of one or both subcommittees. At Large Members may assist EC officers with their duties depending on the substance of the work and the At Large Members' availability, but such assistance is not required.

Key Responsibilities:

- 1. Serve as Lead on at Least One Event/Goal During Term:**
 - Work with other planning members to plan content, secure speakers, etc.
 - Schedule and lead meetings related to such event/goal, as applicable.
 - Report back to appropriate subcommittee and, as applicable, greater EC.
 - At completion of event/goal, provide a short write up to the EC summarizing process, what went well, what could be improved, etc. for including in the EC User Manual for future terms.
- 2. Serve as a Planning Member on at Least Two Events/Goals During Term:**
 - Work with other planning members to plan content, secure speakers, etc.
 - Attend and participate in all pertinent meetings.
- 3. Collaboration and Communication:**
 - Respond promptly to communications from other members of the EC.
 - Communicate directly with WSBA staff and outside vendors, as applicable.

Term Length and Commitment:

- At Large Members are expected to serve a term of one-year, with the possibility of reappointment or election as determined by the Bylaws.
- Serve as a member on one or both subcommittees.
- This role requires a commitment to attending all EC meetings and fulfilling duties in a timely and professional manner.