

WSBA Real Property Probate and Trust Executive Committee Role of Committee Member (adopted 2016 and revised 2022)

General description: The WSBA Real Property Probate and Trust Executive Committee (the “Committee”) represents the interests of the members of the WSBA RPPT section across the state. There are approximately 2,600 members of the RPPT section and it is the largest section of WSBA. The Committee is comprised of two councils - the real property council and the probate and trust council. Each council has 4 members as well as 2-3 representatives from the officers of the RPPT section (chair, chair-elect/treasurer, PT council director, RP council director, and immediate past-chair). The officers of the section as well as the 8 council member positions are elected by the members of the WSBA RPPT section by May of each year via an electronic nomination and election process. In addition to these elected positions there are several ex-officio members of the Committee including the newsletter editor, newsletter assistant editor, webpage editor(s), a Young Lawyer’s liaison from WSBA, an emeritus member, and fellow members of each Council.

Term: Each Committee member serves a term of two years, beginning October 1, and ending September 30.

Meetings: The Committee typically meets five times per year (with additional Committee meetings or separate Council meetings as appropriate). The meetings are in June (in conjunction with the RPPT midyear meeting), in October (in conjunction with the Committee’s retreat), November, February, and April. The June meeting is on Saturday afternoon after the midyear CLE has concluded for that day. The October meeting is on Saturday morning at the retreat location (somewhere in Washington State) and the remaining meetings are on Fridays generally beginning at 11:00. Meetings include a joint session of both councils followed by break-out sessions for each council. Meetings are generally 4-5 hours in duration. All Committee members are expected to attend all meetings in person.

Specific Responsibilities on the Committee: Within each council, two members are responsible for overseeing CLEs and two members are responsible for overseeing legislative matters. Ex-officio members have tasks and responsibilities specific to their position.

- **CLE:** Those responsible for overseeing CLEs will co-chair their sub-section’s two substantive CLEs during a particular year. For real property, these are the Spring and Fall Real Estate conferences. For probate and trust, these are the Fall Estate Planning conference (not the one sponsored by the Seattle Estate Planning Council) and the Spring Trust and Estate litigation CLE (which is governed by a sub-committee). Presently it is not necessary for the PT Committee members to co-chair the Trust and Estate litigation CLE as the TEDRA subcommittee handles that CLE, but that could change in the future. The role of co-chair is to develop the seminar agenda, recruit quality speakers, work with the WSBA to make sure the seminar is promoted and marketed, make sure speakers prepare and submit materials timely, and attend the seminar in person.
- **Legislation:** Legislative activities for each sub-section of the Committee include reviewing and commenting on legislation as it is proposed, drafting bills that further the interests of the members of the RPPT section, and responding to comments/concerns related to

legislation from members of the RPPT section. Each council has a legislative sub-committee that meets separate from the Committee. Those meetings vary depending on committee and whether it is an active legislative session or not. The council director, as well as the two Committee members working on legislation, attend these meetings along with other members of the legislative committee drawn from RPPT members. Typically, the real property legislative committee is busier than probate and trust committee because there are more bills proposed that affect the practice of law in real property related areas. Within each legislative committee the tasks related to legislative work are divided based on need and interest so some council members will spend more time reviewing and commenting on proposed legislation while others will spend more time drafting new legislation. Committee members may also participate in legislative work groups with members of the House or Senate, may testify to the WSBA legislative committee regarding bills sponsored by WSBA and the RPPT section and may be asked by a member of the House or Senate to testify regarding bills in Olympia. The WSBA has a lobbyist that the RPPT section works with during legislative sessions to identify bills that need to be reviewed, to provide RPPT's comments on the bills and to otherwise assist with the Committee's legislative work.

General Responsibilities: Committee members are expected to attend and participate in Committee meetings, which includes coming to the meeting prepared to discuss the matters on the agenda as well as taking on tasks in between meetings to further the work on the Committee, such as attending WSBA events to represent the committee, participating in work groups, and researching ideas, etc. Committee members should be visible to the members of the RPPT Section at the RPPT midyear conference as that meeting is one of the few opportunities members of the RPPT section have to speak directly to their elected representatives. The names of the Committee members are posted on the RPPT website so occasionally members of the section will contact a Committee member to ask particular questions or raise particular concerns.

Retreat: The annual retreat begins on Friday evening with a reception and dinner, continues with the business meeting Saturday morning, includes an opportunity for an activity Saturday afternoon before dinner that evening and concludes on Sunday morning. The location rotates throughout the State and families are encouraged to attend. It is a great opportunity to get to know the other members of the Committee, learn about the business of the Section, strategically plan for the upcoming year and enjoy some time away from the office.

Participation: Participation in all Committee meetings is required except in rare circumstances with advance approval from the Chair. The Committee strongly encourages in person participation in all meetings, but telephonic or Zoom participation may be permitted from time to time. To facilitate in-person participation, the section reimburses travel expenses for Committee members (within WSBA guidelines). The Committee is a "working" committee with each member being required to fully participate in meetings and take on tasks in between meetings as well. If a Committee member becomes unable to meet the participation requirements, then they may be asked to resign from the Committee so that the seat may be filled by someone who is able to fully participate.