



WELCOME

2020 ANNUAL CHAIR AND LIAISON MEETING

AGENDA

Welcome & Introductions

WSBA Overview and Structure

Strategic Role of WSBA Boards and Committees

Roles of Chair, Board and Staff Liaisons

Volunteerism at WSBA

Relevant WSBA Policies & Procedures

Your Year Ahead

Hello.

WELCOME & INTRODUCTIONS
PARIS ERIKSEN, VOLUNTEER ENGAGEMENT ADVISOR

MEETING GOALS

- Provide you a high-level overview of information and individuals essential to support you in facilitating the work of your entity.
- Understand the important role of Chair
- How to navigate the collaborative relationship between chair, staff and board liaison.
- Review relevant policies & procedures



WSBA OVERVIEW AND STRUCTURE

STRATEGIC ROLE OF WSBA BOARDS AND COMMITTEES

ROLES OF CHAIR, BOARD AND STAFF LIAISONS

KYLE SCIUCHETTI, WSBA PRESIDENT

TERRA NEVITT, WSBA EXECUTIVE DIRECTOR

MISSION STATEMENT

The Washington State Bar Association's mission is to serve the public and the members of the Bar, ensure the integrity of the legal profession, and to champion justice.

THE WASHINGTON STATE BAR IS...

34,116 Active WSBA Members (Lawyers, LLLTs, LPOs)



830 (appx.)

Members of standing committees, councils, boards, panels, task forces, & section leaders

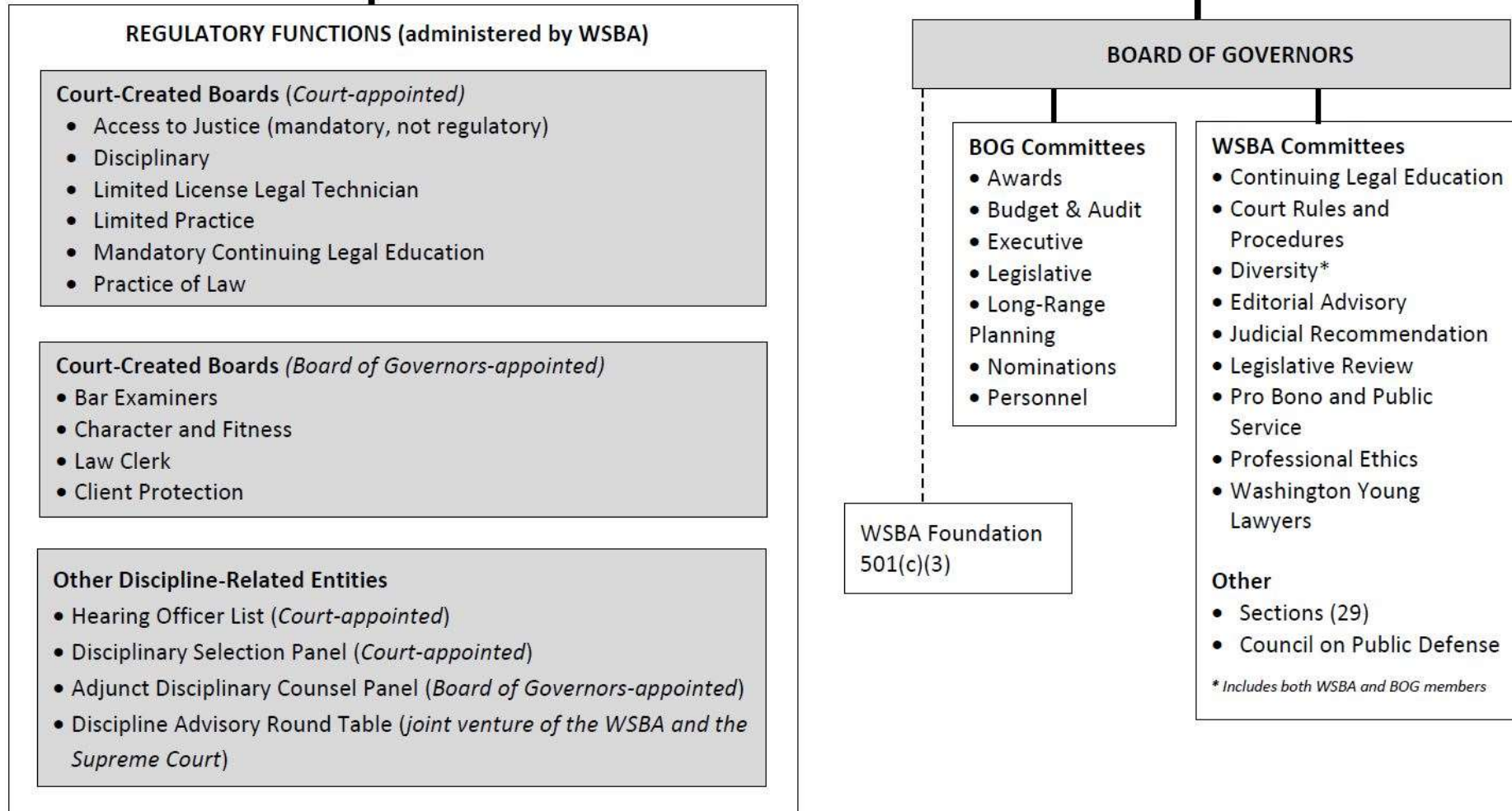
15,380

Section memberships

7,072

New & Young Lawyers

WASHINGTON SUPREME COURT



Entity Chart

WSBA operates under the delegated authority of the Washington Supreme Court to license the state's nearly 40,000 legal professionals

WSBA BYLAWS

I. FUNCTIONS

VII. MEETINGS

IX. COMMITTEES, COUNCILS, AND OTHER BAR ENTITIES

X. REGULATORY BOARDS

See Also:

General Rule 12.1 (Regulatory Objectives)

General Rule 12.2 Purposes, Authorized Activities, Prohibited Activities

General Rule 12.3 Administration of Supreme Court-Appointed Boards and Committees

TO SUMMARIZE: WSBA COMMITTEES AND BOARDS

- These entities carry out important work of the WSBA
- Some report to the Board of Governors, some to the Supreme Court
- All submit annual reports to the Board of Governors and will be invited to meet with the Board over the next three years
- Thank you for your leadership!

ROLE OF CHAIR, BOARD & STAFF LIAISON

Chair:

- Lead to pursue goals.
- Set expectations
- Help refocus
- Ensure work is accomplished
- Develop meeting agendas and materials
- Facilitate meetings
- New member recruitment
- Represent entity

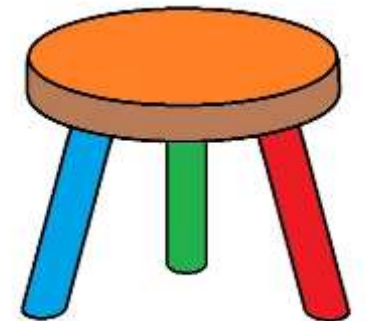
Staff Liaison:

- Collaborate
- Advise
- Manage budget
- Provide expertise
- Connect to WSBA resources
- Develop meeting agendas and materials
- Administrative support

Board Liaison:

- Inform entity of Board activities
- Attend meetings
- Assist with outreach & recruitment
- Assist when presenting with the Board

Chair
Board Liaison
Staff Liaison



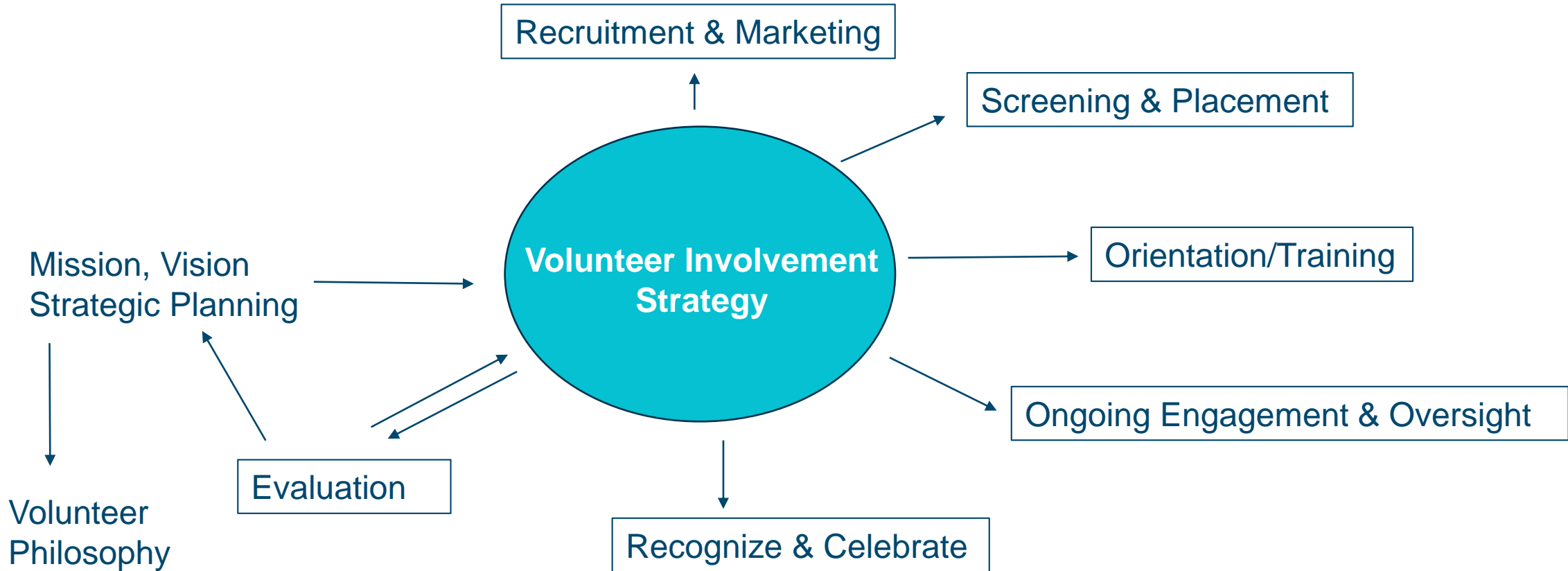
Excerpt from the *WSBA Entity Chairs and Liaison: Roles & Responsibilities*



VOLUNTEERISM AT WSBA

PARIS ERIKSEN, VOLUNTEER ENGAGEMENT ADVISOR

VOLUNTEER ENGAGEMENT CYCLE



Source: 501 Commons

VOLUNTEERISM AT WSBA

My Approach

1. Volunteer work is **essential** to accomplishing the WSBA mission.
2. Volunteers are a **vital extension** of the organization and its work.
3. Volunteer commitment merits **thoughtful, respectful and strategic engagement**.

Guiding Principles:

- Volunteers and staff work in partnership to further the mission of the WSBA
 - We leverage the unique experiences, knowledge and contributions of staff and volunteers
 - Volunteers are central and important to accomplishing our shared goals
 - Staff and volunteers share mutual respect.
- Excerpt from the *WSBA Entity Chairs and Liaison: Roles & Responsibilities*

WHY VOLUNTEERS?

- Volunteers have **credibility** *because* they are not paid staff who can be perceived as being a spokesperson. Because volunteers are not profit motivated, they can be viewed as more objective and sincere.
- Volunteers can have a **broader point of view**.
- Volunteers are objective policy makers. ‘Distance’ (by not being paid staff) provides **perspective**.
- Volunteers have the ‘luxury of **focus**.’
- Volunteers are freer to criticize, with ‘less to lose’ the **feedback** can be more direct than staff.
- Volunteers allow us to spend every dollar budgeted – and then do more. **Volunteers extend the budget.**

Source: From the Top Down: The Executive Role in Successful Volunteer Involvement by Susan J. Ellis.



RELEVANT POLICIES & PROCEDURES PARIS ERIKSEN

WSBA POLICIES & PROCEDURES

Volunteer Toolbox

www.wsba.org/volunteer-toolbox

- **WSBA Bylaws**
- **Board and Committee Policy**
- **Quorum**
- **Open Meetings**
- **Fiscal & Expense Policy**
- **Legislative Comment Policy**
- **Bar Records**
- **Meeting Minutes**



YOUR YEAR AHEAD

“It important for Chairs to make expectations clear. The WSBA staff should pay close attention to whether that is done adequately, and offer assistance if they see a deficiency...”

“Match new volunteers with more experienced volunteers for a mentoring-like experience where the new volunteer can learn more about process, procedure, expectations, current work, etc.”

“Orientation should include a bit more about the history of the committee and maybe a clearer direction of where it’s headed.”

- **ONBOARDING/ORIENTATION**
- **MEETING SCHEDULE FOR THE YEAR**
- **SET EXPECTATIONS**
- **REGULAR TOUCH BASE WITH LIAISONS**
- **MAP OUT THE YEAR**

WSBA Calendar:

Board of Governors Meetings (8)

Budget & Audit Meetings

Recruitment & Appointment Process (Winter)

Board Nominations Committee

Budget Cycle (Spring)

Annual Reports (Summer)



Thank You