

# WASHINGTON STATE BAR ASSOCIATION

## WSBA Section Executive Committee Volunteer Position Descriptions

Serving as a member of a WSBA Section Executive Committee affords legal practitioners the professional development opportunity to strengthen leadership skills and build connections with the statewide legal community. Many find leading a section to be a rewarding experience because of the leadership growth, professional development, firsthand experience with the legislative process, and the collegiality it offers. Executive Committee discussions can be productive and challenging, offering a unique opportunity to work with other legal professionals, in a goal-oriented setting that benefits WSBA members of the greater legal community.

### Executive Committee Position(s) Overview:

As outlined in the WSBA Bylaws, Article XI.F (3). Section bylaws may offer more specific positions and responsibilities.

- Officers:
  - Chair. The chair of the section presides at all meetings of the section and section executive committee, and will have such other executive powers and perform such other duties as are consistent with the Bar and section bylaws.
  - Secretary. The Secretary will take minutes at each meeting of the section and section executive committee, and provide approved minutes to the Bar for publication and record retention.
  - Treasurer. The Treasurer will work with the Bar to ensure that the section complies with the Bar fiscal policies and procedures, work with the Bar to prepare the section's annual budget, and review the section's monthly financial statements for accuracy and comparison to budget.
- Other positions:
  - The position of Immediate Past Chair, Chair-elect, Secretary/Treasurer, At-large, and Non-voting members are permitted in the WSBA Bylaws, but responsibilities are not described. For more information about these positions, please refer to the section's bylaws.

### Time Commitment:

- All section executive committee positions begin October 1 each year.
- Executive Committee members are strongly encouraged to attend all section meetings, events, and section executive committee meetings. These events and meetings may be held around the state of Washington.
- On average, section executive committees meet monthly for 1-3 hours. Executive Committee meetings may be in-person and/or telephonic and may be scheduled during regular business hours, after hours or on a Saturday. Visit the Section's website to review the meeting and event schedule or contact a member of the current executive committee for more specific information.
- Some sections have subcommittees that meet in addition to regularly scheduled executive committee meetings.

### Requirements:

- Unless otherwise permitted by a section's bylaws, members of a section executive committee must be Active members of the Bar and the section and elected by the section membership to complete the term of office.

### Welcomed Qualifications and Skills:

- Demonstrated commitment to or interest in the section's specific practice area or type of practice
- Volunteer experience

- Ability to problem-solve in a collaborative team environment
- Dependability

**Reimbursement Policy:**

This is an unpaid volunteer position. Expenses for meeting attendance will be reimbursed according to the WSBA Fiscal Policies and within the section's budget parameters.

**Selection and Appointment Process:**

Applications are reviewed by the Section Nominating Committee. The Nominating Committee will develop a slate of recommended candidates, which is then approved by the Section Executive Committee. All executive committee member positions are elected by a vote of the eligible section membership.

**How to Apply:** <https://www.mywsba.org/PersonifyEbusiness/default.aspx> (requires MyWSBA log-in). Application is located on the left-hand column. Deadlines vary. Please visit the section's homepage for more information or email [sections@wsba.org](mailto:sections@wsba.org).