

WASHINGTON STATE BAR ASSOCIATION

Office of the Executive Director

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The Office of the Executive Director (OED) oversees the operations and policy-making functions of the organization; this includes facilities and meeting and event support, as well as support for the Executive Director and the Board of Governors and its committees. OED also oversees WSBA's justice, equity, diversity, and inclusion work, which includes support for the Access to Justice Board, the Diversity Equity and Inclusion Council, the Pro Bono and Public Service Committee, the Council on Public Defense, and the Washington State Bar Foundation. Support for volunteers and staff liaisons is centralized in OED.

The Office of the Executive Director is the home of operational and strategic leadership. It directly supports the work and decision-making of the Board of Governors and the Executive Director and drives and coordinates that implementation of those decisions. OED is home to volunteer engagement and equity initiatives that run through all our internal and external work.

Functions:

- Data Analysis: supports internal and external projects by providing quantitative and qualitative data-analysis to ensure effective and informed data-driven decision making
- Facilities, Meeting, and Event Support: handles all logistics related to onsite meetings and events, including safety oversight, building maintenance, and building accessibility
- Strategy & Operations: Provides strategic leadership for all organization operations. Oversee staff and operations in accordance with mission statement, guiding principles and strategic goals approved by the Board of Governors.
- Board of Governors: planning meetings of the Board and facilitating the development of each meeting's agenda and materials as approved by the President.
- Equity and Justice: promote diversity, equity, and inclusion in the legal profession and promote pro bono and an effective legal system accessible to all through programs, policy analysis, resource development, and volunteer/community partnerships.
- Volunteer Engagement: support the many WSBA entities and programs that rely on volunteers by overseeing organization wide efforts to recruit, appoint, onboard, recognize and retain volunteers.
- Washington State Bar Foundation: a separate 501(c)(3). See separate Overview document for more information.

When will you hear from OED at BOG meetings?

- Executive Director updates and input throughout meeting.
- Meeting minutes and logistics
- Strategic planning (long-range and short-term)
- Annual meeting of the WSBA Foundation at a BOG meeting.
- Annual meeting of the Access to Justice Board at a BOG meeting.
- Volunteer appointments, Board elections, and other volunteer related bylaws, policies and procedures.

- Diversity, Equity and Inclusion resources, analyses and guidance.

What is the BOG's role in ensuring success of this work?

- Focusing on strategy, oversight and policy for the organization while providing guidance and feedback regarding operational implementation of various Board decisions and initiatives.
- In order to ensure well-run productive meetings and reasonable time for members of the Board, the organization and public to review relevant topics and materials, it is most helpful to adhere to all requested deadlines (agenda and meeting materials) as well as a timely response to requests.
- To advance the Board's three-year strategic plan goals of culture and governance, actively promote inclusion, belonging and civility among the Board, and with staff, volunteers, and members of the Bar and public.