



# Juvenile Law Section Executive Committee Volunteer Position Descriptions

## **Chair:**

The Juvenile Law Section Chair leads the monthly section meetings. Between section meetings, the chair, in coordination with other members of the executive team, helps set and implement the section's agenda. The Chair attends WSBA leadership meetings and trainings and reports to the section ideas and opportunities to grow and improve the benefits offered to section members.

## **Chair-Elect:**

The Chair Elect fulfills all the duties of the Chair in the Chair's absence and succeeds the outgoing Chair for the next term of office. They are a full, voting member of the executive committee and are involved in discussions and decision-making concerning the section.

## **Secretary:**

The Secretary's duties include taking minutes at each meeting of the Section and executive committee and providing approved minutes to the Bar for publication and record retention. Further, the Secretary may perform any additional duties incident to the office of Secretary as may be assigned by the Chair or the executive committee, including operating the Section's zoom account, preparation of meeting agendas, sending out reminders for Section meetings, and preparing and sending out notices of interest to the Section. The Secretary may also work with the Chair to prepare for elections, as deemed appropriate by the Chair. The role of Secretary and Treasurer may be held by the same member of the Section if one of the two positions is vacant.

## **Treasurer:**

The Treasurer is responsible for maintaining financial records for the Section, communicating with the WSBA and other organizations on financial matters, and reporting to the Section on its financial position. The Treasurer, in collaboration with the Chair, shall draft a proposed budget each year for Executive Committee approval and submission to the WSBA for approval, shall review the financial statements to the extent provided by the WSBA for accuracy and provide any corrections to the WSBA, and shall perform other duties as may be delegated by Executive Committee. The role of Secretary and Treasurer may be held by the same member of the Section if one of the two positions is vacant.

## **At-Large Position Description:**

Executive Committee at-large members serve a one-year term. Attendance is strongly encouraged at all 10-11 EC meetings during the year. In addition, at-large members are encouraged to give input to the various committees and participate as available in various projects and events.

**Juvenile Justice Committee Co-Director:**

The Juvenile Justice Committee Chair is responsible for bringing the current issues related to juvenile justice to the Juvenile Law Section. The Chair may coordinate or help facilitate dependency CLE's. In conjunction with the Committee and in consultation with the wider juvenile justice community, the Chair may provide the Section with guidance, insight or information regarding legislation, policies, or other actions related to juvenile justice.

**Dependency and Child Welfare Committee Co-Director:**

The Dependency and Child Welfare Committee Chair is responsible for bringing the current issues in dependency and child welfare law to the Juvenile Law Section. The Chair may coordinate or help facilitate dependency CLE's. In conjunction with the Committee and in consultation with the wider dependency community, the Chair may provide the Section with guidance, insight or information regarding legislation, policies, or other actions related to child welfare.

**Civil Legal Needs Co-Director:**

The position liaisons with youth, community members, service groups, the Access to Justice Foundation, WSBA, and other constituencies, to develop opportunities for members to support the needs of youth facing unmet civil legal needs. The position reports back to the committee on developing trends or information that affect the section and or its constituencies. The 2015 Civil Legal Needs Study Update, commissioned by the Washington State Supreme Court, described typical unmet civil legal needs of youth as including, "Discrimination and unfair treatment by law enforcement; problems getting housing, a job or education due to present or prior involvement in the juvenile justice; system; problems related to involvement in the child welfare or foster care system."

**Continuing Legal Education (CLE) Committee Director:**

The Continuing Legal Education Executive Committee position develops and coordinates continuing legal education credit opportunities offered to members and attorneys interested in learning more about topics relevant to Juvenile Law. The position participates in program development including planning, obtaining speakers for the CLE's, obtaining approval of fees, acts as liaison with the bar to ensure CLE credit administration and develops a marketing plan to ensure the CLEs are advertised to the section membership and other attorneys interested in the subject matter.

**Legislator Committee Co-Director:** The Legislative Committee Co-Directors of the Juvenile Law section are responsible for identifying and monitoring pending legislation in the Washington State Senate and House of Representatives that impact juveniles and their families in child welfare and juvenile justice consistent with the Washington State Bar Association's Section Legislative Comment Policy (SLCP). The Legislative Committee Co-Directors track progress and pivotal points in the legislative process, communicate regularly with the WSBA's Legislative Coordinator, and act as a resource to the section regarding any public comment, consistent with the requirements of the SLCP.

**Young Lawyer Liaison:**

The Juvenile Law Section's Young Lawyer Liaison works to support new and young lawyers as they enter the juvenile law field. This includes: encouraging and recruiting new and young lawyers to the Juvenile Law Section; keeping WSBA and the Juvenile Law Section aware of trends and challenges facing young

and new attorneys in juvenile law; and creating tools and resources to benefit young lawyers working in juvenile law. The liaison attends the section and YLL meetings, follows up with section members as needed, and regularly develops resources.

The Juvenile Law Section Young Lawyer Liaison is specifically responsible for maintaining the 'Warm Hand Off List.' This is a list of attorneys in other areas of law overlapping with juvenile law, who have volunteered to be the 'go-to' person for answering general questions or pointing young and new lawyers to resources in that other field. Maintenance, at a minimum, requires twice-yearly confirmation with the volunteers of their contact information and willingness to participate; monitoring how often the list is used through surveys and conversations; and recruiting additional attorneys as Juvenile Law Section members express interest or need in different fields not already represented.