

WSBA Young Lawyer Liaison to Administrative Law Section Volunteer Position Description

Deadline: July 13, 2018 at 5:00 p.m. PDT

The WSBA Young Lawyer Liaison (Liaison) to Sections Program creates an opportunity for a WSBA section and new or young lawyers to focus on strengthening the connection between a specific section and the new and young lawyer community. In collaboration with the section, Liaisons bring their perspective and connections to building educational programming, events, and other section activities tailored to new and young lawyer members.

Position overview:

Responsibilities include:

- Be prepared to provide report on WYLC activities at each executive committee meeting
- Work with WSBA New Member Education program on behalf of the section
- Recruit new and young lawyers to join the section
- Collaborate with other executive committee members to plan social functions
- Collaborate with other executive committee members to plan mini or full CLE seminars
- Participate in section subcommittees
- Solicit and/or contribute articles for the section newsletter

The Liaison will serve as a voting member of the section's executive committee. Liaison's expenses will be reimbursed for participating on the executive committee and in events on a case-by-case basis with prior approval of the executive committee.

Time commitment:

- Appointment is for a two-year term.
- Liaisons are expected to attend the Liaison orientation on September 17, 2018 in Seattle. In person attendance strongly encouraged. Liaison's travel expenses will be reimbursed for the new Liaison orientation by the Administrative Law Section.
- Attend section executive committee meetings, and additional meetings as needed.
- There is an estimated additional 3-5 hours of section work per month.

Requirements: Liaisons must meet the WSBA young lawyer criteria on the start date of their term. Active members of the Bar shall be considered "young lawyers" until whichever occurs later:

- the last day of December of the year in which the member attains the age of 36, years, or
- until the last day of December of the fifth year after the year in which such member was first admitted to practice in any state.

While serving in this position, Liaisons must be a member of the section (section membership dues will be paid for by WSBA New Member Programs).



Preferred qualifications and skills: Qualifications and skills include but are not limited to:

- Dependability and accountability
- Collaboration and team work
- Problem-solving ability
- Experience volunteering with the section
- Experience developing new lawyer programs or benefits
- Connection to local YLD or other new lawyer networks

Benefits:

- Helping shape new lawyer programming within WSBA sections
- Leadership development
- Networking
- Increased knowledge of and access to WSBA resources for new lawyers
- Membership to Administrative Law Section at no cost to the Liaison

Reimbursement policy: This is an unpaid volunteer position. The section will reimburse the Liaison's expenses for:

- Participating on the executive committee and in events on a case-by-case basis with prior approval of executive committee.
- Traveling to the Liaison Orientation.

Selection and appointment process: The section executive committee reviews applications and selects a preferred and alternate candidate for appointment to the Liaison position.

For further information: See <https://www.wsba.org/for-legal-professionals/new-members/wsba-young-lawyer-liaisons-to-sections>

How to apply: Visit the [WSBA Young Lawyer Liaisons to Sections webpage](#) to apply. The application deadline is July 13, 2018, at 5:00 p.m. PDT. Questions about the application? Email newmembers@wsba.org.