

ATTACHMENT 2
VOLUNTEER INVOLVEMENT COMMITTEE (VIC)
2010-11 KEY DATES

DATE	DESCRIPTION	NOTES AND COMMENTS
OCT-NOV 2010	Outreach and recruitment for participation in State Bar entities <ul style="list-style-type: none"> • Application details published at State Bar Web site • E-brief notices to local bars with links to Web site • Hard-copies available for outreach 	Applications available at Web site and upon request from the Appointments Office (415-538-2299) karen.hagelund@calbar.ca.gov
NOV 18-20, 2010 BOG PLANNING MEETING SF	VIC Meeting Thursday, Nov 18, 11:30 am -12:30 pm <ul style="list-style-type: none"> • Discussion of annual process • VIC calendar • Subcommittee assignments Closed Session Agenda Items <ul style="list-style-type: none"> • Fee Arbitration annual appointments (Consent) • Commission on Access to Justice officer appointment (Consent) • Foundation annual appointments • New Legal Specialization Consulting Group on Privacy Law 	Open Agenda: Open items include policy issues and outreach discussions. Closed Agenda: All appointment and award nominations are considered in Closed. <ul style="list-style-type: none"> • The fact that someone has applied is confidential, and all appointments are considered in Closed. VIC's recommendations are confidential until the Board makes the appointments. • Routine, non-controversial appointments are usually considered on Closed Consent. • An agenda item typically includes a description of the vacancies and a proposed resolution. Attachments may include a letter from the entity with details on the current members and applicant pool and the nominees' applications. • Any potential policy issues such as same firm, prior service, discipline and public information reports (aka reportable actions) are identified in the materials. • Occasionally, an entity's representative may attend a portion of the closed session to provide details about the nominations and answer VIC questions.

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<p>JAN 6-7, 2011 BOG MEETING SF</p>	<p>Open Agenda</p> <ul style="list-style-type: none"> • Council on Access and Fairness presents its annual report on the appointment process <p>Closed Agenda</p> <ul style="list-style-type: none"> • Interim appointments (if any, Consent) • Fee Arbitration new appointments (if any, Consent) • LSC governing board appointments (if any, Consent) 	
<p>FEB 1, 2011</p>	<p>Application deadline for 47 State Bar committees, ABA House of Delegates, and Judicial Council</p>	<p>Historically, 60% of applications are filed on the deadline.</p>
<p>FEB 7, 2011</p>	<p>ABA and Judicial Council Applications transmitted to VIC committee members.</p>	<p>Confidentiality Requirement: VIC review and ranking of applications is required in advance of meeting. Members have approximately two weeks to review the materials and submit their rankings.</p>
<p>FEB 25, 2011</p>	<p>DEADLINE to submit ranking of ABA and Judicial Council applicant pool.</p>	<p>Rankings are compiled by staff and the results discussed at the March meeting. These rankings are considered preliminary until finalized by VIC at the March meeting.</p>
<p>MARCH 4-5, 2011 BOG MEETING LA</p>	<p>Closed Agenda</p> <ul style="list-style-type: none"> • ABA House of Delegates • Judicial Council • Interim appointments (if any, Consent) • Fee Arbitration (if any Consent) • LSC governing boards <ul style="list-style-type: none"> (1) Legal Services of Northern Calif (Consent) (2) California Indian Legal Services (Consent) 	<p>At the meeting, VIC discusses the rankings and based on the discussion, may make changes to the final proposed slate. At its discretion, VIC may direct a subcommittee to conduct interviews of top-ranked candidates before or at the May meeting.</p> <p>If no interviews are deemed necessary, VIC's recommendation is submitted to the Board for action at the March meeting.</p>

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MARCH 1- APRIL 12, 2011	State Bar committees meet to review and select their nominees for officers and new members.	<p>The application review is confidential. All recommendations are confidential until the Board makes the appointments. Committees review the applications in accordance with their established procedures. Each committee has approximately 5-6 weeks to review and makes its selections.</p> <p>Board liaisons are strongly encouraged to attend the meeting or participate by conference call at which their assigned committees discuss and select their nominees for appointment.</p>
APRIL 12, 2011	DEADLINE for committees to submit their nominations for officers, reappointments and new members.	Each committee submits their rankings and a letter detailing the reasons for the committee's nominations. In addition, each committee submits a statistical outreach report.
MAY 12-13, 2011 BOG MEETING SF	<p>Open Agenda</p> <p>Closed Agenda</p> <ul style="list-style-type: none"> • Annual committee appointments • Law School Council (Consent) • Fee Arbitration (if any, Consent) • Witkin Medal of Honor award 	<p>Most sections and approximately half the standing and special committees typically submit their nominations for consideration in May.</p> <p>Committees that cannot complete their review in time for the May agenda deadline will have their appointment nominations considered at the Board's July meeting.</p>

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MAY - JUNE 2011	<ul style="list-style-type: none"> • JNE application deadline: May 2 • JNE leadership and VIC review the applications • Possible 2-day interviews of selected JNE applicants 	<p><i>Possible JNE applicant interviews:</i> Based on the preliminary rankings, a VIC subcommittee, including the JNE chair, may select JNE applicants to interview. Interviews would require two days, one day in the SF State Bar office and one day in the LA State Bar office. JNE interviews must be completed in time for VIC and the Board to consider the recommendations at the July meeting.</p>
JUNE – JULY 2011	<ul style="list-style-type: none"> • VIC members review and rank applications to: (1) Committee of Bar Examiners (CBE) (2) JNE Review Committee (pending Board action on future composition) • Subcommittees for JNE, CBE and LAP conduct officer interviews as needed (dates to be determined). 	<p><i>Confidentiality Requirement:</i> VIC review and ranking of applications required in advance of July meeting. Members typically have two-three weeks to submit their rankings.</p> <p><i>Rankings:</i> The rankings are compiled by staff and the results are discussed at the July meeting. The rankings are considered preliminary until finalized by VIC at the July meeting.</p> <p><i>Subcommittee Officer Interviews:</i></p> <ul style="list-style-type: none"> • If possible, the officer interviews are conducted in conjunction with a June or July committee meeting or the July BOG meeting. • Interviews may be waived if there is only one candidate for each officer positions. • JNE typically has 3-6 officer candidates; CBE 1-5 officer candidates; and LAP 1-2 officer candidates. • JNE officer candidates may be interviewed in conjunction with the JNE applicant interviews. • The CBE officer interview team includes the VIC subcommittee and the CBE chair.

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<p>JULY 21-22, 2011 BOG MEETING LA</p>	<p>Open Agenda:</p> <ul style="list-style-type: none"> • Annual statistical report re 2011 appointments • Subcommittee Reports <p>Closed Agenda</p> <ul style="list-style-type: none"> • Remaining annual committee appointments (typically 10-15 committees including CBE) • JNE • JNE Review Committee (RJNE) • LAP officer appointment • Center for Civic Education (Consent) • Fee Arbitration (Consent) • Legal Services Governing Boards (Consent) • Annual Awards <ul style="list-style-type: none"> CYLA Jack Berman Diversity Awards Education Pipeline Awards Loren Miller Legal Services Award President's Pro Bono Awards 	<p><i>CBE, JNE, LAP Officers:</i> VIC subcommittees report their recommendations to the full committee at the July meeting, and VIC's recommendations are submitted back-to-back to the Board.</p> <p><i>Awards:</i> The names of the recipients are presented to VIC and the Board at the May and July meetings. The nominations are confidential until the Board approves the selections. The awards must be made no later than the July meeting in order to be presented to the recipients at the Annual Meeting</p>
<p>August – September 18, 2011</p>	<p>Next year's application and recruitment materials revised</p>	<p>Committees update their descriptions for the next year's application materials, and the application form is revised as needed. The goal is to publish the 2012-2013 application materials at the Web site by the start of the Annual Meeting (September 14, 2011).</p> <p>A limited number of hard-copy recruitment brochures, are generally available by mid-October. These brochures are distributed to applicants and committees upon request.</p>