

Section 7 *Board Liaison Policy for State Bar Committees*

In 2006, the Board adopted the following liaison policy for State Bar committees. This policy replaced the former Board Committee on Volunteer Involvement's Outreach Program.

Historical Note

2011-2012, the Board changed the name of the Volunteer Involvement Committee (VIC) to Nominations and Appointment Committee (NAC) to clarify the jurisdictional boundaries between various working groups during the 2011-12 Board year and because in recent years, the central mission of the VIC -- and the bulk of its work -- has been nominations and appointments.

- (a) Assignment of Board Members to Specific Committees
 - (1) Each member of the Board of Trustees will be assigned by the President to serve as a Liaison or Outreach Coordinator for one or more of the State Bar standing committees, special boards, committees and commissions, and section executive committees, taking into consideration each member's preferences as much as possible, with an eye toward getting as much actual contact between the Board members and the committee.
 - (2) To the extent possible, the Board member will continue with this relationship for three years.
 - (3) Each year the President may adjust the assignments to accommodate incoming Board members and changes in Board member preferences.
 - (4) Each Board member liaison will attend at least one meeting of one of his or her assigned committees during each committee year

- (5) Board members' travel expenses to attend the meetings will be reimbursed in accordance with established Board and State Bar policies (e.g., the State Bar will reimburse travel expenses for no more than two Board liaison attending the same committee meeting).
 - (6) *Committee of Bar Examiners and Commission on Judicial Nominees Evaluation*: The VIC or its successor chair and vice chair and members will serve as the liaison contacts and coordinators for communications and attendance at meetings.
 - (7) *Sections*: Liaisons assigned to section executive committees are required to attend the executive committee meetings of their assigned entity at the Annual Meeting at a minimum and are also strongly encouraged to also attend the Solo and Small Firm Summit. Representatives from the Task Force shall be invited to the Board's annual planning meeting.
- (b) Liaison/Coordinator Responsibilities at the Meetings
- (1) Demonstrate to committee members that their work is known by the Board and appreciated.
 - (2) Ascertain areas where committee needs help.
 - (3) Ask about and listen to goals and projects of the committee. Do they overlap in any way with other projects?
 - (4) Report on and answer questions, if able, about board activities and goals.
 - (5) Report to VIC or its successor and the Board on the date of the visit and feedback from the committee, e.g., describe any issues or concerns.
- (c) Process re Notice and Attendance
- (1) Staff will e-mail notices of upcoming committee meetings to Board members and to the extent practical, the notice will be at least one month in advance of the meeting. The e-mail distribution will be scheduled approximately every two weeks to include any last minute scheduling.
 - (2) For committee's that have full advance calendars, staff shall provide the meeting calendars to the appropriate board members as soon as the annual calendars are available.

- (3) Board members who wish to attend a committee meeting should contact the Coordinator to advise him or her of the meetings they plan to attend.
 - (4) A typical visit would last 1-1/2 to 2 hours. Visiting Board members should be encouraged to visit just prior to or after the lunch hour and during the lunch hour.
 - (5) The Board Liaisons/Coordinators are to notify committee staff of the meetings they plan to attend so that staff may coordinate catering, distribution of agenda materials, etc.
 - (6) Following a meeting, committee staff should e-mail the VIC or its successor chair and VIC or its successor staff coordinator the names of the Board members who attended the meeting.
- (d) Attendance at Committee Meetings Held at State Bar Conferences
- (1) A Board member will attend each and every meeting of the State Bar standing, section executive and special committees held at State Bar Conferences, including but not limited to the Solo and Small Firm Summit, Bar Leadership Conferences, and State Bar Annual Meeting.
 - (2) All Board members shall be encouraged to attend the Solo and Small Firm Summit, pending fiscal feasibility and approval of Planning re budget issues.
 - (3) Board members should notify the designated staff as to which meetings they plan to attend and staff will coordinate the information with the President, VIC or its successor Chair, and the committees.

**BOARD OF TRUSTEES LIAISON ASSIGNMENTS TO STATE BAR STANDING
COMMITTEES, SECTION EXECUTIVE COMMITTEES, SPECIAL BOARDS,
COMMITTEES AND COMMISSIONS**

Standing Committees

1. Administration of Justice
2. Alternative Dispute Resolution (ADR)
3. Appellate Courts
4. Bar Examiners (Bar X, CBE)
5. Delivery of Legal Services
6. Federal Courts
7. Group Insurance Programs
8. Mandatory Fee Arbitration
9. Professional Liability Insurance
10. Professional Responsibility and Conduct

Sections Executive Committees

1. Antitrust UCL & Privacy
2. Business Law
3. Criminal Law
4. Environmental Law
5. Family Law
6. Intellectual Property Law
7. International Law
8. Labor and Employment Law
9. Law Practice Management and Technology
10. Litigation
11. Public Law
12. Real Property Law
13. Solo and Small Firm
14. Taxation
15. Trusts and Estates
16. Workers' Compensation

Special Boards, Committees and Commissions

1. California Commission on Access to Justice (CCAJ)
2. California Board of Legal Specialization and its Advisory Commissions (Legal Spec.)
3. California Judges Association (CJA)
4. CEB Governing Committee
5. Client Security Fund Commission (CSF)
6. Commission on Judicial Nominees Evaluation (JNE)
7. Council on Access and Fairness (COAF)
8. Council on State Bar Sections
9. CYLA Board
10. Legal Services Trust Fund Commission
11. Lawyer Assistance Program Oversight Committee (LAP)

Committees with VIC or its successor Chair and Members Assigned as Liaison

1. Bar Examiners
2. Commission on Judicial Nominees Evaluation (JNE)

(Source: Board of Governors' Resolution, March 2004, November 2006; Board of Trustees Resolution July 2015.)