



## JOB DESCRIPTION

### WDTL BOARD TRUSTEE

**WDTL Mission:** To promote the highest professional and ethical standards for Washington civil defense attorneys and to serve our members through education, recognition, collegiality, professional development and advocacy.

**Title:** Trustee

**Reports to:** WDTL Board

**Purpose:** To serve the Board as a voting member, to develop policies, procedures and regulations for the operation of WDTL; to monitor the finances of the organization, its programs and performance.

**Term:** August 1 to July 31 for two years with an option for additional 1 year terms.

#### **Meeting & Special Event Attendance Required:**

- Attend the two day Board Retreat and bi-monthly Board meetings.
- Attend the Annual Convention and the Board meeting held immediately prior to the start of the Convention.
- Attend the regional Judicial Receptions.

#### **What are my obligations and expectations as a member of the Board?**

- Attend 75% of the Board meetings each year. WDTL pays for airfare and ground transportation for Board members to attend meetings not in their region of employment;
- Attendance required at the Convention, Judicial Receptions and the Board Retreat;
- Assume fiduciary responsibility for WDTL funds;
- Establish and monitor WDTL policies;
- Evaluate and support WDTL's Executive Director;
- Be a "goodwill ambassador" for WDTL, and promote membership and events to others in the legal community;
- Facilitate the strategic plan goals and mission;

**Specific Duties:**

- Attend meetings and show commitment to board activities.
- Be well-informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge and experience when appropriate.
- Represent the organization to the public and private industry.
- Educate self about the needs of the members.
- Chair a WDTL task force, committee section or seminar during the year.
- Provide input on Board issues and participate in Board projects when necessary and recruit potential Board members.
- Promote WDTL to your colleagues and firm members and assist in recruiting new members each year.
- Attend the WDTL Annual Convention held in the summer. There is no subsidy for this event. Recruit members to attend the Convention.