



Weld County Bar Association Board Member Handbook

This handbook was created by the WCBA handbook committee as a working document to aid Board Members in understanding their roles and responsibilities. Nothing in this handbook creates a contractual relationship or fiduciary responsibility aside from, or contrary to, the applicable laws of Colorado or as stated in the WCBA Bylaws.

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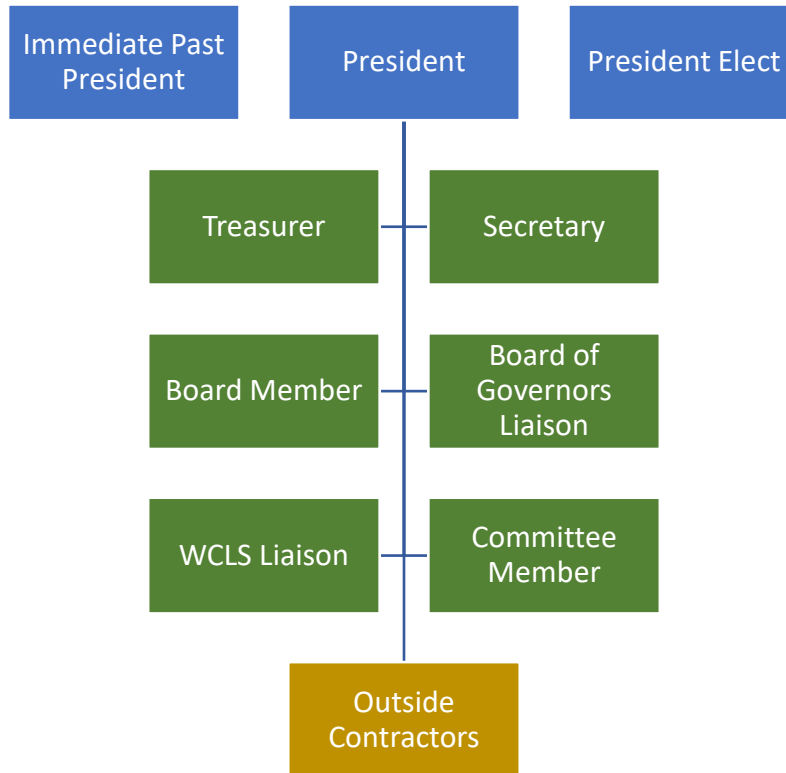


Mission Statement

The WCBA's mission is to bring the local legal community together in a spirit of service, excellence, and camaraderie.



Organizational Structure





Board Member

Each WCBA Board Member contributes to the Board as follows:

Monthly Board Meetings

- Attend and participate in monthly Board meetings
- Make motions and vote on agenda items as appropriate
- Volunteer for committees as available

Thoughts from the Board

- Approximately once per year (or as assigned), write a message for the WCBA Newsletter ("The Bar Call")

WCLS Contribution

- Annually in or around July/August, put together a gift basket for auction at the annual WCLS golf tournament OR donate cash in lieu (appx \$50 but subject to change) to WCLS by the deadline as presented by WCLS



Immediate Past President

The Immediate Past President completes all the tasks of a Board Member and the following additional tasks:

****Coming Soon****



President

The President completes all the tasks of a Board Member and the following additional tasks:

Monthly Board Meetings

- Secure meeting location for monthly Board meetings
- Prepare agenda (template available in Google Drive)
- Send agenda to Board members for approval/additions (usually one week before meeting)
- Order lunch for Board meetings (get RSVP's ahead of time)
- Pick up lunch
- Attend and run meeting
 - Call for a motion, second, and vote on approval items
- Adjourn the meeting

Presidency Lunches

- Monthly or quarterly, arrange and attend a lunch meeting with the immediate past president, president, and president elect to discuss items of business

Nuts & Bolts

- Plan and run Nuts & Bolts (See checklist in [Appendix](#) for details)

Law Day

- Plan and run Law Day Breakfast (see checklist in [Appendix](#) for details)

Annual Meeting

- In/Around January of each year, at that Board meeting, call for vote on date, time, place, general schedule of events, and budget for the annual meetings;
- Call for a committee to be created to organize the event at the same Board Meeting;
- Call for a committee to be created to nominate incoming members and awards recipients for the following awards (note: the immediate past president usually chairs this committee):
 - Walker Miller Award;
 - Frank Henderson Award; and
 - Andrew Borg Award.

(note that the Sandy Carr award recipient is chosen by WCLS)

- Aid the planning committee and awards committee however helpful



- At the annual meeting, host the event by announcing speakers, incoming members of the Board, and awards

Welcome New Members

- After the annual meeting, welcome any new Board members by providing them with this handbook, the bylaws, and invitations to future meetings
- Add new Board members to the group email; remove old members

Transition in Presidency

- Orient the incoming President to the Board email, web host site, and other software
- Change the email signature for incoming President
- Update the email groups for Board email

Email

- Regularly check WCBA email
- Use templated/canned response to reply to inquiries for legal representation
- Archive other email into appropriate email folders

Files/Record Keeping

- Maintain minutes, agendas, membership records, and financials in the Google Drive subfolders for each topic
- Save all receipts for funds spent + send the same to treasurer
- Keep records of all current software and access information of the same (see [Appendix](#) for details)

Banking

- At first Board meeting following appointment of a new member of the Presidency, include an agenda item to **remove** the prior immediate past president (the one who is no longer the immediate past president) from the bank account and to **add** the incoming president elect to the bank account. Call for a vote and ensure this is in the minutes.
- Arrange for a meeting at the WCBA bank (currently Community Bank of Colorado) with all three presidency members to effectuate the change on the bank records

Online Presence/Outreach

- Oversee content on website, social media pages, and newsletter by directing those in charge of each and indicating when updates to content or access may be needed
- Assign Board Members to prepare monthly "Thoughts from the Board" messages to be included in the monthly newsletter ("Bar Call")
- Arrange for the Bar Call to be sent to all members and potential members each month (delegated to Bibi Thomas as of April 2024)



CBA Communication

- Work with the CBA as requested and appropriate to coordinate mutual efforts on speakers, CLE's, agenda items, and the like
- Attend local bar meetings when possible



President Elect

The President Elect completes all the tasks of a Board Member and the following additional tasks:

****Coming Soon****



Treasurer

The Treasurer completes all the tasks of a Board Member and the following additional tasks:

*****Coming Soon*****



Secretary

The Secretary completes all the tasks of a Board Member and the following additional tasks:

Monthly Board Meetings

- Attend and take Minutes at the monthly Board meetings
- Publish the Minutes for review by the Board members for approval before the following Board meeting (board@weldcountybar.org may be used for publishing minutes)



Board of Governors Liaison

The Board of Governors Liaison completes all the tasks of a Board Member and the following additional tasks:

****Coming Soon****



WCLS Liaison

About WCLS:

Weld County Legal Services (WCLS) was established by the Weld County Bar Association in 1985 to provide free legal services by local volunteer attorneys for indigent residents of Weld County. WCLS is funded with half of the annual dues paid to the Weld County Bar Association.

Additionally, all board members are asked/ requested to donate a silent auction basket (valued at \$50), or a monetary donation to assist with its annual fund-raiser, the Weld County Legal Services Golf Tournament. These donations are tax deductible as WCLS is a registered non-profit, 501(c)(3). The golf tournament is currently held in September, and donations are requested to be delivered three weeks prior to the tournament date and should be delivered to or picked up by (or mailed) to the executive director of WCLS or one of its board members.

WCLS works side by side with the Weld Court Information Center staff in organizing monthly Ask An Attorney Clinics, both virtual and in person, organizing quarterly Legal Nights, hosting a free legal clinic at United Way's Project Connect, and offering any additional legal clinics that come to our attention as a need in our community. WCLS free legal clinics are open to anyone seeking free legal assistance, not conditioned on residing in Weld or qualifying at a specific income basis. However, WCLS also offers an application process to assist lower-income households, and those qualifying are matched with potential assistance for pro bono representation when attorneys are available to take those cases.

As of 2024, WCLS hosts 17 opportunities for residents to seek free legal advice and includes assistance for all legal specialties, including family, civil, landlord/tenant, criminal, small claims, probate, immigration. All events can be found on our website: weldcountylegalservices.com.

The WCLS Liaison participates on the WCBA Board and completes the following tasks:

- Attend monthly Board meetings and provide WCLS updates
- Plan and host the annual WCLS Golf Tournament fundraiser, providing deadlines for Board member contributions and PR material for the same
- Plan and host legal outreach programs such as Ask an Attorney, Legal Night, etc. and prepare updates to the Board on these programs as well as PR material for the same
- Select the recipient for the annual Sandra Carr award and inform the Board Presidency of the selection by March 1st of each year



Committees

The Board often appoints one or more committees to carry out specific tasks such as researching and making recommendations to the Board on various subjects. The annual Awards Committee, for instance, meets to review nominations for, and select proposed recipients for the WCBA's annual awards.

Each committee member completes all the tasks of a Board Member and additional tasks as determined by the committee.

The Awards Committee specifically reviews and proposes nominees for the following awards:

- The Andrew Borg Award**, which honors an attorney or organization for outstanding contributions to the representation and availability of legal services to indigent persons
- The Frank Henderson Award**, which honors an attorney for a life and practice that displays sterling character, unquestioned integrity, and ongoing dedication to the highest standards of the legal profession
- The Walker Miller Lifetime Achievement Award**, which honors an attorney for a lifelong dedication to excellence and inspiration to others in the legal profession



Outside Contractors

As of April 2024, the Board conducts business with the following outside contractors:

- Bibi Thomas:** contracted to compile and send monthly Bar Call to all membership and update the Board website with the same information. Will also update Board member information, photos, etc. when Board membership changes. Contact: bibiparalegal@gmail.com



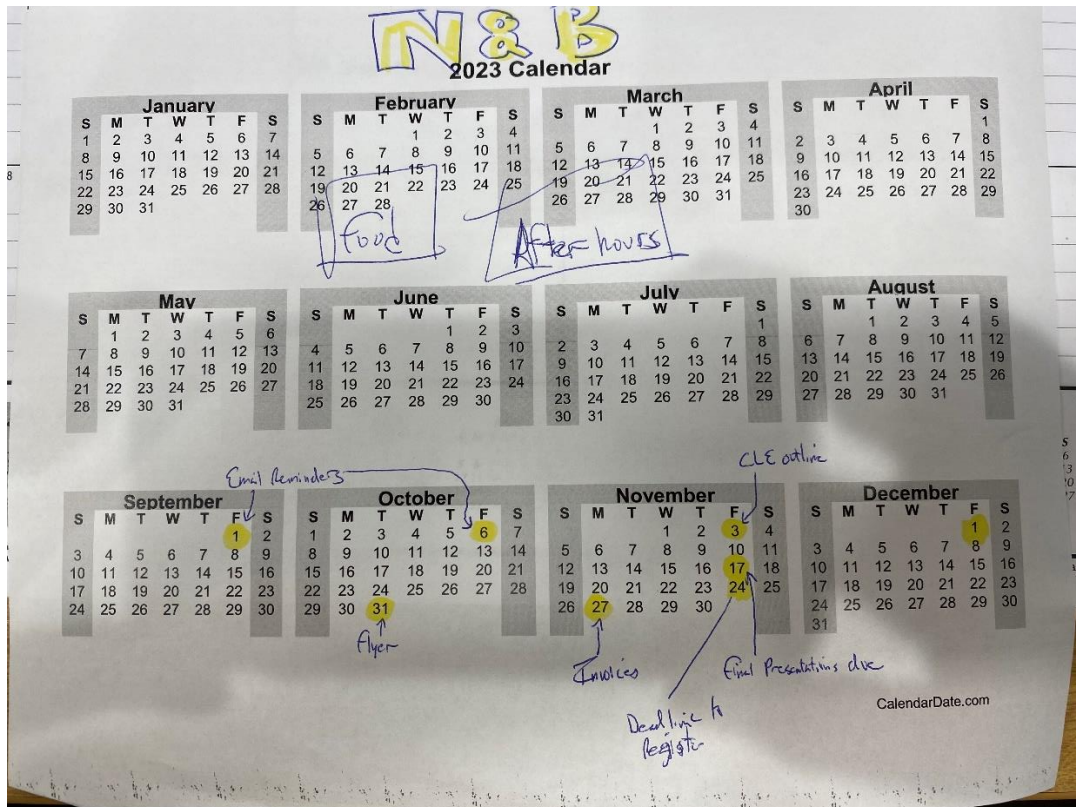
Appendix

Nuts & Bolts Checklist:

- First Friday in December is the typical day we set it
- Find a venue well in advance. The LINC allowed us to book months in advance which they normally do not do. I was in communication with Kim Parker at the LINC. Her email is kparker@highplains.us
- Generally, you will need 8-9 speakers- our typical days looked like this:
 - 7:00- open the doors
 - 7:50- Allow Chief of District Court make any updates to the bar
 - 8:00- 1st speaker
 - 9:00- 2nd speaker
 - 10:00- 3rd speaker
 - 11:00- 4th speaker
 - 12:00- Ethics presentations with lunch
 - 1:00- 6th speaker
 - 2:00- 7th speaker
 - 3:00- 8th speaker
 - 4:00- 9th speaker If you have one
 - 5:00-ish- have people head to the bar/location of after party
- You will want a Crim Law update, Civil Law update, and a Family Law update. With Ethics presentation you have ½ of the classes already decided. Steven Wrenn has done the crim law update for quite a while and I think he would still do it. Civil and Family Law has moved a little bit but Milena has done the last 2 family updates. Janie Cox has done our Ethics update for a long time and I think she would still do it JCox@bfwlaw.com .
- Deadlines to keep your sanity!
 - 1 week before presentation should be the last registration date (we did allow walk ins but I would not advertise that)
 - 2 weeks before presentation is the Final Presentations due from presenters.
 - 4-6 weeks before presentation get everyone's basic CLE outline with caselaw/statutes to be covered, the presenters CV, etc- my experience is one person will hold up the application, so be ready for this aggravation.
 - 6-8 weeks out have your flyer created and put into the Bar Call.
 - Month 2 and 3 out be sending reminders to your presenters about having their outlines ready and the final powerpoint presentation due dates.
 - June and July hopefully you will have your classes and presenters set.



- We've been lucky to have the support from Coan, Payton and Payne, LLC which has meant either Jorie Klinger or Tonya Weisbrod helped get thumb drives downloaded, took all the registration information and payments with our Square account, and helped the day of for last minute stuff and set up.
- Included is a picture of the calendar [Mark Gonzales] made for deadlines- super helpful.
- You will need to figure out what food to serve for lunch and what afterhours location you want to have people visit- the sooner you get people from the class to the bar
- The presenters don't have to pay to remain at the session but I would ask them if they plan to eat over lunch.





Law Day Checklist:

****Coming Soon****



Current Software & Accounts:

- Email + Domain Hosting:
 - Service Provider: Google Workspace
 - URL: admin.google.com
- Website
 - Service Provider: Squarespace
 - URL: weldcountybar.org
- Payment Processing:
 - Service Provider: Square
 - URL: squareup.com
- Banking:
 - Community Banks of Colorado
- Social Media:
 - Facebook URL: <https://www.facebook.com/p/Weld-County-Bar-Association-100057764315598/>
- LinkedIn URL: <https://www.linkedin.com/company/weld-county-bar-association/>