

Advisory Committee Work Plan Review Process and Criteria
(Supported by the Board of Governors July 24, 2004)
[TAB 19, Article 5 of the Board Book]

1. *Proposed Work Plans*

- a. ~~Purpose. Proposed Work Plans are developed annually by advisory committees and staff to assist the Board in developing a proposed budget for the upcoming budget development year.~~
- b. ~~Contents of Proposed Work Plans. Proposed Work Plans should contain the following elements:~~
 - ~~An identification of possible new strategies or activities for inclusion in the Board's Strategic Plan;~~
 - ~~An evaluation of the costs, benefits, and consequences/trade-offs of alternative activities;~~
 - ~~Recommendation of strategy and activities to be undertaken;~~
 - ~~Step-by-step description of tasks, timeline, responsible entity and resources (existing and/or new) needed for implementation.~~
- c. ~~Role of Planning, Program Development, and Budget Committee. The Planning, Program Development, and Budget Committee (PPDB) reviews advisory committee and staff Proposed Work Plans and presents summarized information regarding those work plans, including proposals for new activities and resource needs, to the Board at its annual strategic planning session. The PPDB, within its budgetary scope, must review the advisory committee work plans regarding budgetary assumptions, proposed allocation schedules, and related budgetary issues, and must ensure that proposed advisory committee budgets are fiscally in alignment with Board of Governors' objectives, policies, and long-range strategic plan. The Board considers the information presented and provides direction for communication by PPDB to the advisory committees and staff related to future work activities and budget implications. Based on Board direction, adjustments are made to the Proposed Work Plans, which then become the Approved Work Plans for the budget year.~~
- d. ~~Criteria for Review of Proposed Work Plans. PPDB reviews Proposed Work Plans annually and considers the following questions in presenting information to the Board for consideration:~~
 - ~~How are the activities in the Proposed Work Plan consistent with and supportive of achieving the goals and objectives in the strategic and operational plans?~~

- ~~What range of options regarding proposed activities has been provided for consideration?~~
 - ~~What are the resource implications of the proposed activities?~~
 - ~~Are there opportunities for collaboration or otherwise leveraging the use of resources that have not been addressed by the proposed work plan?~~
- e. ~~Calendar Implications. PPDB directs development of advisory committee Proposed Work Plans so that they are timely prepared for summarization and presentation to the Board at its annual January strategic planning session.~~
- f. ~~Periodic Review of Need for Advisory Committees. Every five years each advisory committee must report in writing to the PPDB Committee, and any Board committee with oversight responsibility about whether the advisory committee should continue to exist and whether it should maintain its current structure. The PPDB may make a recommendation to the Board to continue, modify, or do away with the committee and/or its charge.~~

2. ~~*Adopted Work Plans*~~

- a. ~~Purpose. Adopted Work Plans are Proposed Work Plans that have been considered by the Board and have been approved as submitted or with Board directed changes to guide the activities of advisory committees and staff during the budget year for which they were developed.~~
1. ~~Role of Oversight Committees. Oversight Committee(s) are responsible for assessing accomplishments of advisory committees and staff by using established performance measures to evaluate program performance, track progress against the plan, identify improvements, and recognize/reward performance.~~
- A. ~~Criteria for Review of Accomplishments related to Adopted Work Plans Annual Reports. Oversight Committee(s) will review accomplishments related to adopted work plans annually (January 31) and will consider the following questions in presenting information to the Board for consideration:~~
- ~~Has the advisory committee or staff provided required information related to established input, output, outcome, efficiency and quality program performance measures?~~
 - ~~If sufficient information has been presented, what program accomplishments were achieved and what program accomplishments were not achieved and why?~~

- If insufficient information has been presented related to the performance measures, what additional information is needed and when can that information feasibly be provided?
- What changes, if any, should be made to the direction and desired outcomes related to the program?
- Should the advisory committee continue to exist and should it maintain its current structure? Modify, or do away with the committee and/or its charge?

B. Reporting Requirement to Board Oversight Committee. Each advisory committee must periodically report to the Board committee with oversight responsibility on its continuing work and must provide status reports on activities as requested by pertinent Board oversight committee.

Oversight Committee Assignments

Member Oversight Committee (“MOC”)

California Board of Legal Specialization
California Young Lawyers Association
Committee on Group Insurance Programs
Committee on Professional Liability Insurance
Lawyer Assistance Program Oversight Committee

Regulation, Admissions, and Discipline Committee (“RAD”)

Committee of Bar Examiners
Committee on Mandatory Fee Arbitration
Committee on Professional Responsibility and Conduct
Commission for Revision of Rules of Professional Conduct

Stakeholder Relations Committee (“SRC”)

California Commission on Access to Justice
Committee on the Administration of Justice
Committee on Alternative Dispute Resolution
Committee on Appellate Courts
Committee on Federal Courts
Council on Access and Fairness
Legal Services Trust Fund Commission
Standing Committee on the Delivery of Legal Services

TAB 19, Article 1, Section 11 Annual Reports:

- (a) Filing Dates Annual reports are due by ~~October 4~~ **January 31**, of each year. Any section or committee that has not filed its annual report on or before ~~October 4~~ **January 31** ~~at the conclusion of the preceding committee year, and subsequent annual reports prior to December 31 of each year,~~ shall be prohibited from conducting any business requiring reimbursement from State Bar general or special funds until the annual report has been filed.

(Source: Board of Governors' Resolutions, August 1971, February 1984, July 1986.)

- (b) Committee and Staff Reports ~~Work Plans:~~ In preparation for each ~~[Board of Governors] Annual Strategic Work Session,~~ all Board and Advisory Committees will develop work plans that advise the Board of committee accomplishments, stakeholder input, Committee performance indicators, and possible new strategic initiatives for Board consideration. Staff will develop work plans for State Bar operations as determined and directed by the Executive Director. The Board Planning Program Development and Budget Committee and planning staff are responsible for developing work plan templates and instructions, training materials and other information and tools needed to guide the development of work plans.

(Source: Board of Governors' Resolutions, Adoption of Board Planning Policies, August 2002)