

# AGENDA ITEM

**JULY 143** - Proposal New Board  
Committees Governance Structure—  
proposed approval

## MEMORANDUM

To: Board Planning, Program Development, and Budget Committee  
cc: Board of Governors

From: Howard Miller, Chair

Date: July 1, 2009

Subject: Proposed New Committee Structure

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The following BOG Committee changes are proposed to the Board Planning, Program Development and Budget Committee.

The reasons for these suggestions are to: (1) equalize responsibilities and opportunities for third year members to lead on important issues; and (2) equalize the workload and leadership opportunities among the Board committees.

The suggested new seven committee structure is:

- 1) Planning, Program Development and Budget
- 2) Discipline Oversight (DOC)
- 3) Regulation and Admissions (RAC)
- 4) Legal Services, Pro Bono and Equal Access (LSC)
- 5) Member Involvement, Relations and Services (MIRS)
- 6) Audit
- 7) Board Operations

In sum, structurally what this does is: (1) Divide the former RAD committee into two committees, one for Discipline and one that can focus on the Rules Revision Commission and Admissions; (2) Change the focus of Stakeholders to Legal

Services, Pro Bono, and Equal Access; and (3) Combine MOC and VIC into one Committee, Member Involvement, Relations and Services.

PPDB, Audit, and Board Operations remain as they are now.

The reasons for this are in the context of the current challenges we face. Discipline will continue to require extensive focus on the issues before OCTC, which will also include a major new effort on the residential loan modification issues we are learning more about every day.

At the same time the new Regulations and Admissions Committee will be able to focus on the Rules Revision Commission work. The RRC, now in its eighth year, has so far cost over \$500,000, and its indicated schedule shows a completion date of no earlier than December 2010, which I believe based on past scheduling is itself wildly optimistic.

After discussions with staff the procedures of the Rules Revision Commission will be changed to reflect the following: The Commission will meet for two days monthly instead of every other month; the meetings will be by video connections between the San Francisco and Los Angeles offices; there will be laptop computers available at the meetings for each participant at both locations, along with large TV screens in each location on which language being considered can be viewed; Judy has assigned Bob Hawley, in addition to Randy Difuntorum, as the senior staff person, and Bob will be present at all Commission meetings; we may bring in a co-reporter to help with drafting; and based on all that the RRC and Board schedule can be set to call for a final board vote on all the proposed rules by no later than the September, 2010 meeting.

This will require significant time and commitment by the member of the RAC Committee as well as Committee and Board meeting time.

### **Board Policy Book Impact**

Revisions to the Board Committee Charters

### **Fiscal Impact**

None

## **Recommendation/Resolution**

### **Committee Resolution**

**RESOLVED**, that the Board Planning, Program Development and Budget Committee recommends that the Board of Governors adopt the proposed seven committee structure that splits the Regulation, Admissions and Discipline Committee into two committees, Regulation and Admissions Committee and Discipline Oversight Committee; changes the Stakeholders Relations Committee to a Legal Services, Pro Bono and Equal Access Committee; Combines the Member Oversight Committee and Volunteer Involvement Committee into a Member Involvement, Relations and Services Committee and maintains the current Audit, Board Operations, Planning Committees, and Sections Task Force

### **Board Resolution**

**RESOLVED**, that the Board of Governors hereby adopts the proposed seven committee structure that splits the Regulation, Admissions Committee and Discipline Committee into two committees, Regulation and Admissions and Discipline Oversight Committee; changes the Stakeholders Relations Committee to a Legal Services, Pro Bono and Equal Access Committee; Combines the Member Oversight Committee and Volunteer Involvement Committee into a Member Involvement, Relations and Services Committee and maintains the current Audit, Board Operations, Planning Committees, and Sections Task Force

**FURTHER RESOLVED**, that the Board of Governors directs staff to align the previously adopted committee charters with the above-named committees.

## Proposed Board Committee Structure for 2009 – 2010 (Appendix 1)

**Splits RAD into two committees; changes Stakeholders to Legal Services Committee; Combines VIC and MOC into a Member Relations and Services Committee and maintains the current Audit, Board Operations Committees, Planning, and Sections Task Force**

### **1. Split the Existing Regulations, Admissions and Discipline Oversight Committee (RAD) in Two: Regulation and Admissions (RAC) and Discipline Oversight Committee (DOC)**

The current Regulation, Admissions and Discipline Oversight Committee monitors the operational performance of the State Bar's regulatory and public protection functions and recommends to the full Board changes in rules, policies or procedures governing the following departments: Office of Admissions, Office of the Chief Trial Counsel, Client Security Fund, Office of Probation, Mandatory Fee Arbitration, Professional Competence, Office of Special Admissions (Foreign Legal Consultants; Practical Training of Law Students, Pro Hac Vice & Out-Of-State Attorney Arbitration Counsel); and the State Bar Court.

The proposal would split RAD into two committees. The Regulations and Admissions Committee would oversee the Rules Revision Commission as well as any amendments to, or repeal of Rules of Professional Conduct of the State Bar or other laws governing the conduct of attorneys, and all Admissions matters (including the Office of Special Admissions which oversees bar programs permitting attorneys to practice law in California without State Bar membership under limited circumstances<sup>1</sup>).

The Discipline Oversight Committee would focus exclusively on the State Bar's discipline functions and oversee the work of the Office of the Chief Trial Counsel, Client Security Fund, Office of Probation, and the State Bar Court. By statute (Business & Professions Code section 6079.5), the Discipline Oversight Committee would continue to oversee the work of the Chief Trial Counsel, who reports to and serves under the direction of this Board committee, and will also conduct the annual performance review of the Chief Trial Counsel.

### **2. Change Stakeholder Relations Committee to Legal Services, Pro Bono and Equal Access Committee**

The Stakeholder Relations Committee would change to a Board

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<sup>1</sup> Foreign Legal Consultants; Practical Training of Law Students, Pro Hac Vice & Out-Of-State Attorney Arbitration Counsel.

committee focusing on legal services, access and fairness matters. The Legal Services and Equal Access Committee would coordinate with the Access to Justice Commission, Standing Committee on the Delivery of Legal Services, Council on Access and Fairness, the Legal Services Trust Fund Commission, as well as other legal services and access stakeholders and constituencies.

The Stakeholder Relations Committee's outreach activities would be shifted to the proposed combined MOC/VIC committee. VIC is already tasked with maintenance of a positive, productive working relationship between the State Bar and its attorney members, and the Council of State Bar Sections. The MOC/VIC charge could expand to include outreach to "key external stakeholders."

With this redefinition of what was formally in the Stakeholders Committee, reporting on bills affecting or of interest to the State Bar, previously within the purview the Stakeholders committee would shift to the Board Operations Committee.

### **3. Combine Existing Member Oversight and Volunteer Involvement Committees by Function to create Member Involvement, Relations and Services ("MIRS")**

The Member Oversight Committee monitors the State Bar's operational and financial performance of existing programs, and functions (including "non-Board" State Bar committees) related to attorney members outside of the admission, regulation and discipline functions.

The Volunteer Involvement Committee is responsible for the maintenance of a positive, productive working relationship between the State Bar and its attorney members, and the Council of State Bar Sections.

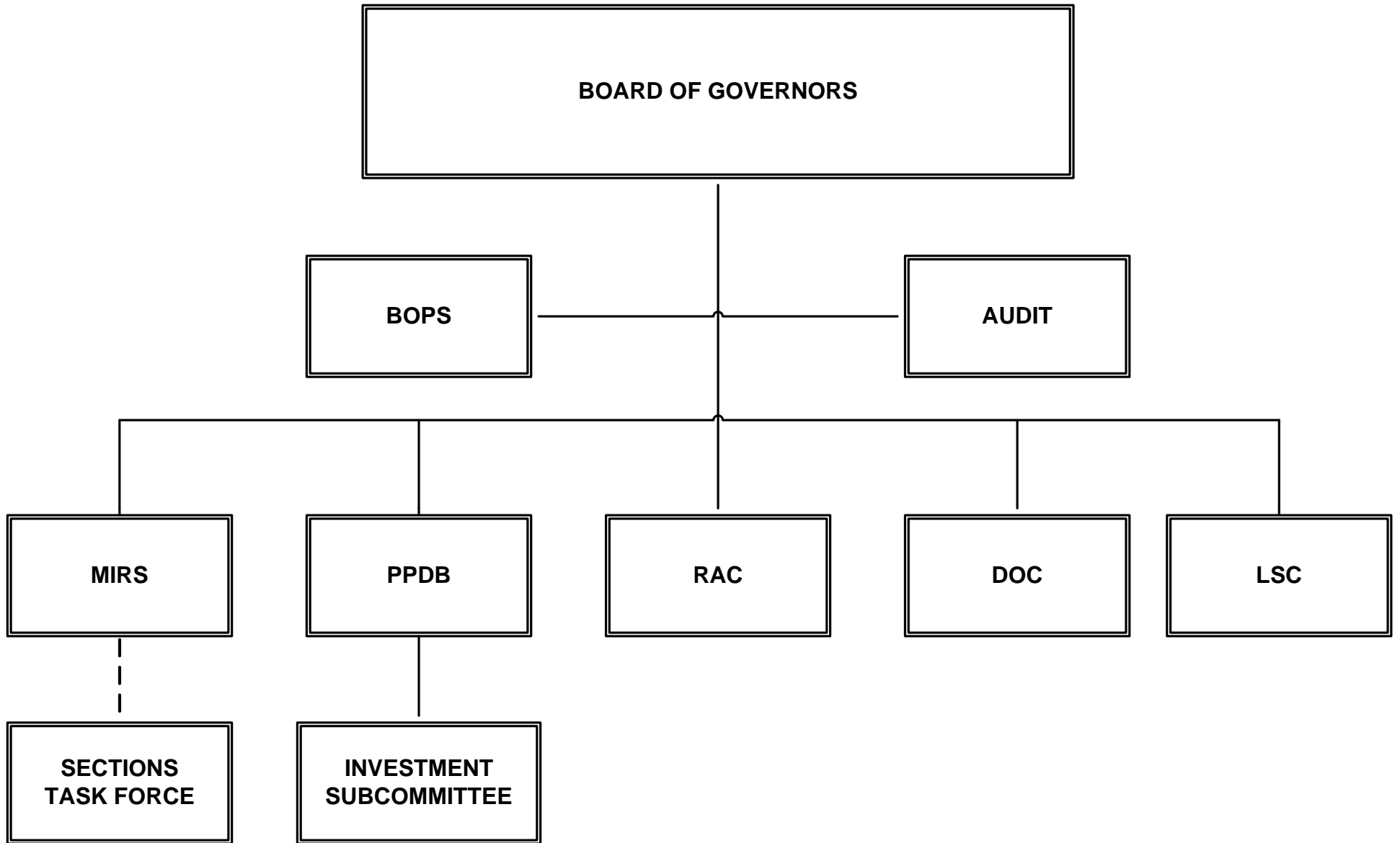
Combining these two committees would allow for a coordinated outreach to State Bar members, advisory committees, commissions, governing bodies, and stakeholders and alignment of Board advisory committee oversight. In addition the Sections Task Force would report to MIRS, and the Chair of MIRS would also be chair of the Sections Task Force on Sections.

**Proposed Board Governance Structure for 2009 - 2010**

<b>Committee Name</b>	<b>Board Responsibility Fulfilled</b>	<b>Role/Responsibility</b>
Regulation and Admissions Committee (RAC)	Assessing organizational Performance of the Regulatory and Admissions Programs of the State Bar	<ul style="list-style-type: none"> <li>▪ Assesses programmatic effectiveness of the following: Rules Revision Commission; Admissions, Mandatory Fee Arbitration, Professional Competence, and Special Admissions (Foreign Legal Consultants; Practical Training of Law Students, Pro Hac Vice &amp; Out-Of-State Attorney Arbitration Counsel)</li> </ul>
Discipline Oversight Committee (DOC)	Assessing organizational Performance of the Discipline Programs of the State Bar	<ul style="list-style-type: none"> <li>▪ Assesses programmatic effectiveness of the following: Discipline, OCTC, Client Security Fund, Probation, and the State Bar Court</li> </ul>
Audit Committee	Ensuring compliance with accounting and management standards	<ul style="list-style-type: none"> <li>▪ Monitors, receives and reviews audits in which the State Bar participates and directs follow up and/or compliance issues to the appropriate board committee or management</li> </ul>
Legal Services, Pro Bono and Equal Access Committee (LSC)	Ensuring that effective strategies are developed to promote pro bono efforts and access to our legal system.	<ul style="list-style-type: none"> <li>▪ Focuses on areas in which the Bar can play a role to improve access to justice and access and fairness</li> </ul>
Member Involvement, Relations & Services Committee (MIRS)	Assessing the organizational performance of Member Services programs; ensuring effective member/stakeholder relations and volunteer appointments process	<ul style="list-style-type: none"> <li>▪ Assesses all aspects of member services programmatic effectiveness and achievement including: Certification, Fee Adjustments, Insurance, LAP, Sections, and other member services to be developed</li> <li>▪ Develops and implements a range of stakeholder feedback methods and opportunities for all State Bar stakeholders</li> <li>▪ Identifies member/stakeholder issues for consideration by the Board</li> <li>▪ Oversees Advisory Committee reporting</li> <li>▪ Uses advisory committee oversight to inform appointments and maintain positive relations with key internal stakeholders</li> <li>▪ Oversees Sections Task Force</li> </ul>

**Proposed Board Governance Structure for 2009 - 2010**

<b>Committee Name</b>	<b>Board Responsibility Fulfilled</b>	<b>Role/Responsibility</b>
Planning, Program Development, & Budget Committee (PPDB)	Setting the Long-range Vision and Ensuring Fiscal Accountability	<ul style="list-style-type: none"> <li>▪ Schedules and conduct annual Board Planning Session</li> <li>▪ Develops proposed budgets and reviews quarterly financial statements</li> <li>▪ Oversees revisions to approved programs or changes in the approved budgets</li> <li>▪ Assesses whether resources are actually used in alignment with the Board's Long Range Strategy</li> </ul>
Board Operations Committee (BOC)	Guiding and Assigning the Work of the Board	<ul style="list-style-type: none"> <li>▪ Serves as "Executive Committee" of the Board</li> <li>▪ Assigns issues for consideration to appropriate Board Committee(s)</li> <li>▪ Develops agendas for Board meetings</li> <li>▪ Oversees performance assessment for Executive Director</li> <li>▪ Reviews State Bar position on Legislation</li> </ul>
Sections Task Force (Reporting to MIRS)	Providing the Sections with an ongoing means of communication.	<ul style="list-style-type: none"> <li>▪ Ensures that issues of mutual interest are brought to the Board for consideration</li> </ul>



**Proposed Board Committee Structure  
July 2009**

**CHARTERS FOR PROPOSED  
2009 – 2010 BOARD COMMITTEE STRUCTURE**

**CHARTER OF THE BOARD OPERATIONS COMMITTEE**

(Adopted by the Board of Governors May 4, 2002)

The Board Committee on Operations shall be chaired by the President of the Board of Governors and consist of the chairs of the other Board Committees, the Executive Director and at least one public member of the Board. It shall be responsible for the effective functioning of the State Bar Board of Governors, for the maintenance and development of Board/Executive Director working relationship, and for oversight of certain high-level internal operational matters. This charter shall be accomplished as follows:

- Oversee the functioning of the Board of Governors by coordinating the work of the five other Board Committees, keeping the Board Mission updated, setting Board Member performance standards monitoring Board Member performance and recommends the position of the State Bar on legislation and relevant governmental activity.
- Developing and keeping updated a profile of beneficial Board Member attributes and qualifications and fashioning and executing strategies that encourage qualified candidates to stand for election to the Board.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new members with senior Board members.
- Overseeing the Board Secretary function.
- Ensuring that the Executive Director position description is updated as necessary to reflect changing State Bar needs, priorities, and circumstances. Annually negotiating Executive Director performance targets and annually or semi-annually evaluating progress in achieving these targets.
- Addressing legal issues that have typically come before the former Legal Committee, recommending Board action as appropriate.

- Addressing internal operational issues not falling within the purview of the other Board committees and non-delegable to staff (e.g. ratifying union/management Memoranda of Understanding and recommending changes to internal rules and regulations such as conflict in interest policies), recommending Board action as appropriate.
- Taking action on behalf of the Board in rare emergency situations when it is impractical to convene a full Board meeting.
- **Reviews State Bar positions on legislation.**
- Perform such other functions relevant to the committee's subject area as the Board of Governors may from time to time assign.

## **PROPOSED CHARTER FOR THE LEGAL SERVICES, PRO BONO, AND EQUAL ACCESS COMMITTEE (LSC)**

This committee will work for the expansion of legal services for all people regardless of their ability to pay; encourage lawyers to provide pro bono services; develop proposals to improve systems of low cost legal services; assist local bar associations with public service programs; and address issues related to access and fairness in the judicial system and the legal profession<sup>2</sup>. The committee will coordinate with the Access to Justice Commission, Standing Committee on the Delivery of Legal Services, Council on Access and Fairness, the Legal Services Trust Fund Commission, as well as other legal services and access stakeholders and constituencies. This charter shall be accomplished by:

- Addressing language barriers in the courts
- Addressing access issues in rural areas of the state
- Helping to develop and expand resources for civil and legal services to low and moderate income persons
- Encouraging increased pro bono in all areas of the state and seeking increased member involvement in both time and financial support
- Drafting “model” civil statutes that create and define the scope of statutory entitlement to equal justice, including the right to counsel in appropriate circumstance
- Publicizing information services for self-represented litigants and model pro bono projects
- Advising the Board on strategies to develop collaborative activities and efforts along the diversity pipeline to raise interest in the legal profession
- Serving as liaison between the State Bar and the diverse stakeholders and constituencies in the legal profession
- Promoting and ensuring collaborative efforts to generate and provide support for equal access initiatives to increase the numbers of attorneys from diverse backgrounds entering and advancing in the legal profession.
- Studying and reporting on the status of attorneys from diverse backgrounds in the legal profession and in State Bar activities.

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<sup>2</sup> No Mandatory State Bar licensing fees are used to fund Access and Fairness activities

## **PROPOSED CHARTER FOR MEMBER INVOLVEMENT, RELATIONS AND SERVICES COMMITTEE (MIRS)**

This committee will monitor the State Bar's operational and financial performance in all programs, and functions (including non-Board State Bar committees) related to attorney members outside of the admission, regulation and discipline functions. The committee's responsibilities shall encompass attorney member practice issues and service programs for the benefit of or relating to members. The committee will develop and maintain a positive, productive working relationship between the State Bar, its member constituencies, and stakeholders. This charter shall be accomplished as follows:

- Reaching agreement with the CEO on the key elements of a programmatic and financial reporting process, including the content, format and frequency of performance reports to the Board, in overseeing implementation of the process.
- Reviewing performance reports in committee meetings, in order to report program and financial performance to the full Board.
- Overseeing the development and implementation of State Bar operational policies as needed to guide programs and functions dealing with attorney members, so long as these policies do not alter approved goals or result in changes in the adopted budget.
- Assessing the health of the State Bar relationship with its member attorneys and fashioning detailed strategies for building and maintaining a positive, productive relationship between the State Bar and its members, including maintaining effective two-way communication, conducting member focus groups, administering member opinion surveys, supervising the Sections Task Force, and revising strategies as appropriate.
- Recommending nondisciplinary appointments to the State Bar's standing committees, section executive committees, special committees, boards and commissions, and external entities
- Fashioning strategies for maintaining effective working relationships with non-Board State Bar committees such as the Committee on Alternative Dispute Resolution - carrying out this planning responsibility within the State Bar planning process and in coordination with the Planning, Program Development, and Budget Committee.
- Overseeing the administration of member/customer/constituency services and surveys, reviewing such surveys, and reporting results to the Board as appropriate.

- Conducting outreach to “key external stakeholders.”
- Performing such other functions relevant to the committee’s subject area as the Board of Governors may from time to time assign.

**CHARTER FOR PLANNING, PROGRAM  
DEVELOPMENT AND BUDGET COMMITTEE**  
(Adopted by the Board of Governors January 26, 2002)

This Committee's charter is to develop and lead the Board's participation in all State Bar planning, budget preparation, and program implementation. This charter is to be accomplished as follows:

- Reaching agreement with the CEO on the detailed design of the State Bar's planning and budget development cycle -- with special attention to the Board's role in planning -- and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning and budgeting process.
- Overseeing preparation for, and hosting, the annual strategic work session.
- Recommending to the full Board the strategic issues that will be added annually to the State Bar's Strategic Plan, updated values, vision, and mission statements, operational planning priorities, the annual budget, and other strategic and policy-level products that merit full Board attention.
- Ensuring - as part of the annual operational planning/budget preparation process - that all program plans include both financial and programmatic performance targets that the Performance Oversight Committees can use in monitoring the programmatic and financial performance of all State Bar programs and operating units.
- Designing appropriate input and participation of State Bar non-governing standing committees (e.g., Committee on Administration of Justice) in the State Bar planning process.
- Perform such other functions relevant to the committee's subject area as the Board of Governors may from time to time assign.

## **PROPOSED CHARTER FOR REGULATION AND ADMISSIONS COMMITTEE (RAC)**

The Regulation and Admissions Committee is a performance monitoring committee for the work of the Rules Revision Commission, and the operational and financial performance of the State Bar's other Regulation and Admissions functions, such as monitoring the work of the Committee of Bar Examiners, Mandatory Fee Arbitration, Professional Competence, and Special Admissions (Foreign Legal Consultants; Practical Training of Law Students, Pro Hac Vice & Out-Of-State Attorney Arbitration Counsel). The Regulation and Admissions Committee is accountable for the following functions in Regulation and Discipline:

- Establishing the key elements of a programmatic and financial reporting process, including the content, format, and frequency of performance reports to the Board, and overseeing implementation of the process.
- Reviewing performance reports in committee meetings and reporting program and financial performance to the full Board, including the work of the Rules Revision Commission
- Identifying needed corrective actions in ongoing programs and functions that do not require revision in approved program and functional goals or changes in the approved budget, and overseeing the implementation of such actions.
- Overseeing the development and implementation of State Bar operational policies as needed to guide programs and functions dealing with Regulation and Admissions, so long as these policies do not alter approved goals or result in changes in the adopted budget.
- Overseeing the preparation of in depth assessments of program/function effectiveness for presentation at the annual strategic work session.

## **PROPOSED CHARTER FOR DISCIPLINE OVERSIGHT COMMITTEE (DOC)**

The Discipline Oversight Committee is a performance monitoring committee accountable for monitoring the operational and financial performance of the State Bar's Discipline functions such as monitoring the work of the Office of Chief Trial Counsel, Client Security Fund Administration, the State Bar Court, and Discipline Enforcement. The Discipline Oversight Committee is accountable for the following functions in the area of Discipline:

- Establishing the key elements of a programmatic and financial reporting process, including the content, format, and frequency of performance reports to the Board, and overseeing implementation of the process.
- Overseeing (by statute: Bus. & Prof. Section 6079.5), the work of the Chief Trial Counsel, who reports to and serves under this Board committee.
- Reviewing performance reports in committee meetings and reporting program and financial performance to the full Board.
- Identifying needed corrective actions in ongoing programs and functions that do not require revision in approved program and functional goals or changes in the approved budget, and overseeing the implementation of such actions.
- Overseeing the development and implementation of State Bar operational policies as needed to guide programs and functions dealing with Discipline, so long as these policies do not alter approved goals or result in changes in the adopted budget.
- Overseeing the preparation of in depth assessments of program/function effectiveness for presentation at the annual strategic work session.

## **Appendix II**

### **CURRENT CHARTERS FOR BOARD COMMITTEES**

#### **CHARTER OF THE BOARD OPERATIONS COMMITTEE**

(Adopted by the Board of Governors May 4, 2002)

The Board Committee on Operations shall be chaired by the President of the Board of Governors and consist of the chairs of the other Board Committees, the Executive Director and at least one public member of the Board. It shall be responsible for the effective functioning of the State Bar Board of Governors, for the maintenance and development of Board/Executive Director working relationship, and for oversight of certain high-level internal operational matters. This charter shall be accomplished as follows:

- Oversee the functioning of the Board of Governors by coordinating the work of the five other Board Committees, keeping the Board Mission updated, setting Board Member performance standards and monitoring Board Member performance.
- Developing and keeping updated a profile of beneficial Board Member attributes and qualifications and fashioning and executing strategies that encourage qualified candidates to stand for election to the Board.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new members with senior Board members.
- Overseeing the Board Secretary function.
- Ensuring that the Executive Director position description is updated as necessary to reflect changing State Bar needs, priorities, and circumstances. Annually negotiating Executive Director performance targets and annually or semi-annually evaluating progress in achieving these targets.
- Addressing legal issues that have typically come before the former Legal Committee, recommending Board action as appropriate.
- Addressing internal operational issues not falling within the purview of the other Board committees and non-delegable to staff (e.g. ratifying union/management Memoranda of Understanding and recommending changes to internal rules and regulations such as conflict in interest policies), recommending Board action as appropriate.

- Taking action on behalf of the Board in rare emergency situations when it is impractical to convene a full Board meeting.
- Perform such other functions relevant to the committee's subject area as the Board of Governors may from time to time assign.

**CHARTER OF MEMBER OVERSIGHT COMMITTEE**  
(Adopted by the Board of Governors May 4, 2002)

This committee's charter shall be to monitor the State Bar's operational and financial performance in all programs, and functions (including non-Board State Bar committees) related to attorney members outside of the admission, regulation and discipline functions. The committee's responsibilities shall encompass attorney member practice issues and service programs for the benefit of or relating to members. This charter shall be accomplished as follows:

- Reaching agreement with the CEO on the key elements of a programmatic and financial reporting process, including the content, format and frequency of performance reports to the Board, in overseeing implementation of the process.
- Reviewing performance reports in committee meetings, in order to report program and financial performance to the full Board.
- Identifying needed corrective action in ongoing programs and functions that do not require revision in approved program and functional goals or charges in the approved budget, and overseeing the implementation of such actions.
- Overseeing the development and implementation of State Bar operational policies as needed to guide programs and functions dealing with attorney members, so long as these policies do not alter approved goals or results in changes in the adopted budget.
- Overseeing the preparation of in-depth assessments of program/function effectiveness for presentation at the annual strategic work session.
- Presenting an overall assessment of the past year's fiscal and program performance at the annual Strategic Work Session.
- Overseeing the administration of member/customer/constituency services and surveys, reviewing such surveys, and reporting results to the Board as appropriate.
- Reviewing internal and external audit reports and overseeing corrective actions.
- Performing such other functions relevant to the committee's subject area as the Board of Governors may from time to time assign.

**CHARTER FOR PLANNING, PROGRAM  
DEVELOPMENT AND BUDGET COMMITTEE**  
(Adopted by the Board of Governors January 26, 2002)

This Committee's charter is to develop and lead the Board's participation in all State Bar planning, budget preparation, and program implementation. This charter is to be accomplished as follows:

- Reaching agreement with the CEO on the detailed design of the State Bar's planning and budget development cycle -- with special attention to the Board's role in planning -- and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, the annual strategic work session.
- Recommending to the full Board the strategic issues that will be added annually to the State Bar's Strategic Plan, updated values, vision, and mission statements, operational planning priorities, the annual budget, and other strategic and policy-level products that merit full Board attention.
- Ensuring - as part of the annual operational planning/budget preparation process - that all program plans include both financial and programmatic performance targets that the two Performance Oversight Committees can use in monitoring the programmatic and financial performance of all State Bar programs and operating units.
- Designing appropriate input and participation of State Bar non-governing standing committees (e.g., Committee on Administration of Justice) in the State Bar planning process, including approval of all work plans on an annual basis for State Bar Standing Committees.
- Perform such other functions relevant to the committee's subject area as the Board of Governors may from time to time assign.

## **CHARTER FOR REGULATION, ADMISSIONS AND DISCIPLINE OVERSIGHT COMMITTEE**

(Adopted by the Board of Governors May 4, 2002)

The Regulation, Admissions and Discipline Oversight Committee is a performance monitoring committee without planning responsibilities. It is accountable for monitoring the operational and financial performance of the State Bar's Regulation, Admissions and Discipline functions such as monitoring the work of the Committee of Bar Examiners, Client Security Fund Administration, the State Bar Court, and Discipline Enforcement. The Regulation, Admissions and Discipline Oversight Committee is accountable for the following functions in the area of Regulation, Admissions and Discipline:

- Establish the key elements of a programmatic and financial reporting process, including the content, format, and frequency of performance reports to the Board, and overseeing implementation of the process.
- Overseeing (by statute: Bus. & Prof. Section 6079.5), the work of the Chief Trial Counsel, who reports to and serves under this Board committee.
- Reviewing performance reports in committee meetings and reporting program and financial performance to the full Board.
- Identifying needed corrective actions in ongoing programs and functions that do not require revision in approved program and functional goals or changes in the approved budget, and overseeing the implementation of such actions.
- Overseeing the development and implementation of State Bar operational policies as needed to guide programs and functions dealing with Admission, Regulation and Discipline, so long as these policies do not alter approved goals or result in changes in the adopted budget.
- Overseeing the preparation of in-depth assessments of program/function effectiveness for presentation at the annual strategic work session.
- Presenting an overall assessment of the past year's fiscal and program performance at the annual strategic work session.
- Reviewing internal and external audit reports and overseeing corrective actions.

## **CHARTER FOR STAKEHOLDER RELATIONS COMMITTEE**

(Adopted by the Board of Governors May 4, 2002)

The Stakeholder Relations Committee shall be responsible for building understanding of and respect for the State Bar, lawyers, and the legal profession; for providing public information generally about the work of the State Bar; and for developing, maintaining and/or improving effective relationships with the State Bar's most important stakeholders (with the exception of its attorney members); being accountable for:

- Overseeing the development of strategies for building understanding and respect for the State Bar, lawyers, and the legal profession, and for developing and/or maintaining close, positive relationships with key external stakeholders (utilizing the resources of the State Bar's Communications/Media and Information Services, Legislative, and Court Relations programs) -- carrying out this responsibility within the State Bar planning process and in coordination with the Planning and Program Development Committee.
- Overseeing the development and implementation of legislative relations policies and strategies.
- Overseeing Board member participation in outreach programs in appropriate forums on behalf of the State Bar.
- Periodically reviewing its strategies and the effect of their implementation.

## **CHARTER FOR VOLUNTEER INVOLVEMENT COMMITTEE**

(Adopted by the Board of Governors May 4, 2002)

The Volunteer Involvement Committee is responsible for the maintenance of a positive, productive working relationship between the State Bar and its attorney members, and between the State Bar and the Council of State Bar Sections, in this capacity:

- Fashioning detailed strategies for building and maintaining a positive, productive relationship between the State Bar and its members, including maintaining effective two-way communication - carrying out this planning responsibility within the State Bar planning process and in coordination with the Planning, Program Development, and Budget Committee. Assessing the health of the State Bar relationship with its member attorneys, including conducting member focus groups and administering member opinion surveys, and revising strategies as appropriate.
- Recommending nondisciplinary appointments to the State Bar's standing committees, section executive committees, special committees, boards and commissions, and external entities (formerly the responsibility of the Appointments Committee of the Board of Governors).
- Ensuring - through detailed strategy formulation and careful monitoring - that the State Bar's working relationship with the Council of State Bar Sections is positive and productive.
- Fashioning strategies for maintaining effective working relationships with non-Board State Bar committees such as the Committee on Alternative Dispute Resolution - carrying out this planning responsibility within the State Bar planning process and in coordination with the Planning, Program Development, and Budget Committee.
- Perform such other functions relevant to the committee's subject area as the Board of Governors may from time to time assign.