

POLICY FOR TCBA SECTIONS HOLDING CLE SEMINARS

In order to hold a CLE seminar, any section of the TCBA must give written notice to the TCBA Board of Directors at least 60 days before the proposed CLE seminar. The notice shall include the date, hours, location, cost to attendees, speaker's biographies, and description (sufficient for WSBA approval) of each speaker's presentation topic, length of each presentation, and total CLE credits. In addition, the notice shall include the name and contact information of the section member in charge of the proposed CLE seminar; and the total anticipated cost of putting on the proposed CLE seminar. All net proceeds shall be paid over to the TCBA. The proposal is to be sent to tcba.info@gmail.com.

The information required above shall be provided on the form below.

The TCBA Board of Directors will review the CLE seminar proposal and then make a decision. The Board of Directors may approve the CLE seminar as proposed, may approve the proposed CLE seminar with additional conditions, or may deny the proposal as drafted.

Once the TCBA has approved the CLE seminar proposal, the Board of Directors, as the sponsoring agency, will be responsible for submission of the proposal to the WSBA for approval.

Section members sponsoring a CLE seminar should be aware that there is a set WSBA fee for each seminar, along with a set charge per attendee requesting credit.

Sections holding CLE seminars shall be responsible for room set-up and any equipment the speaker needs.

The Board of Directors will create attendance/sign-in sheets for the CLE seminar and may be available for additional assistance. Any assistance required must be requested in advance and is subject to availability.

Cash or checks payable to the TCBA shall be delivered to the TCBA Board of Directors promptly.

Individuals (i.e., not section) TCBA members willing to have a TCBA sponsored CLE seminar shall contact the CLE committee chairperson and obtain approval of the TCBA Board of Directors. If approved, said individual member shall comply with the above policy guidelines and the below form.

THURSTON COUNTY BAR ASSOCIATION

CLE SUBMISSION FORM

The Thurston County Bar Association, Board of Directors requires this form to be filled out and presented to the board at least 60 days in advance of the proposed CLE date . The Board of Directors will discuss the proposal and determine if the TCBA will be a sponsor. Please also see the policy on Sections responsibilities when organizing a CLE.

Please fill out the form as completely as possible.

1. Please list section and contact person:

2. Proposed date, time & location:

3. Will you be charging for attendance? _____ Amount: (members) \$ _____ (non-members) \$ _____

4. Anticipated Costs: (room rental, equipment needs, refreshments, etc.) _____ \$ _____

5. Proposed Speaker (s): (Please attach Bio/CV for each speaker)

6. Proposed CLE description, please include length of each presentation:

7. Total number of proposed CLE credits: General: _____ Ethics: _____.

8. Please list any other information that might be helpful to the Board in order for them to make a decision about the proposed CLE, or if you will be requiring any additional help.
