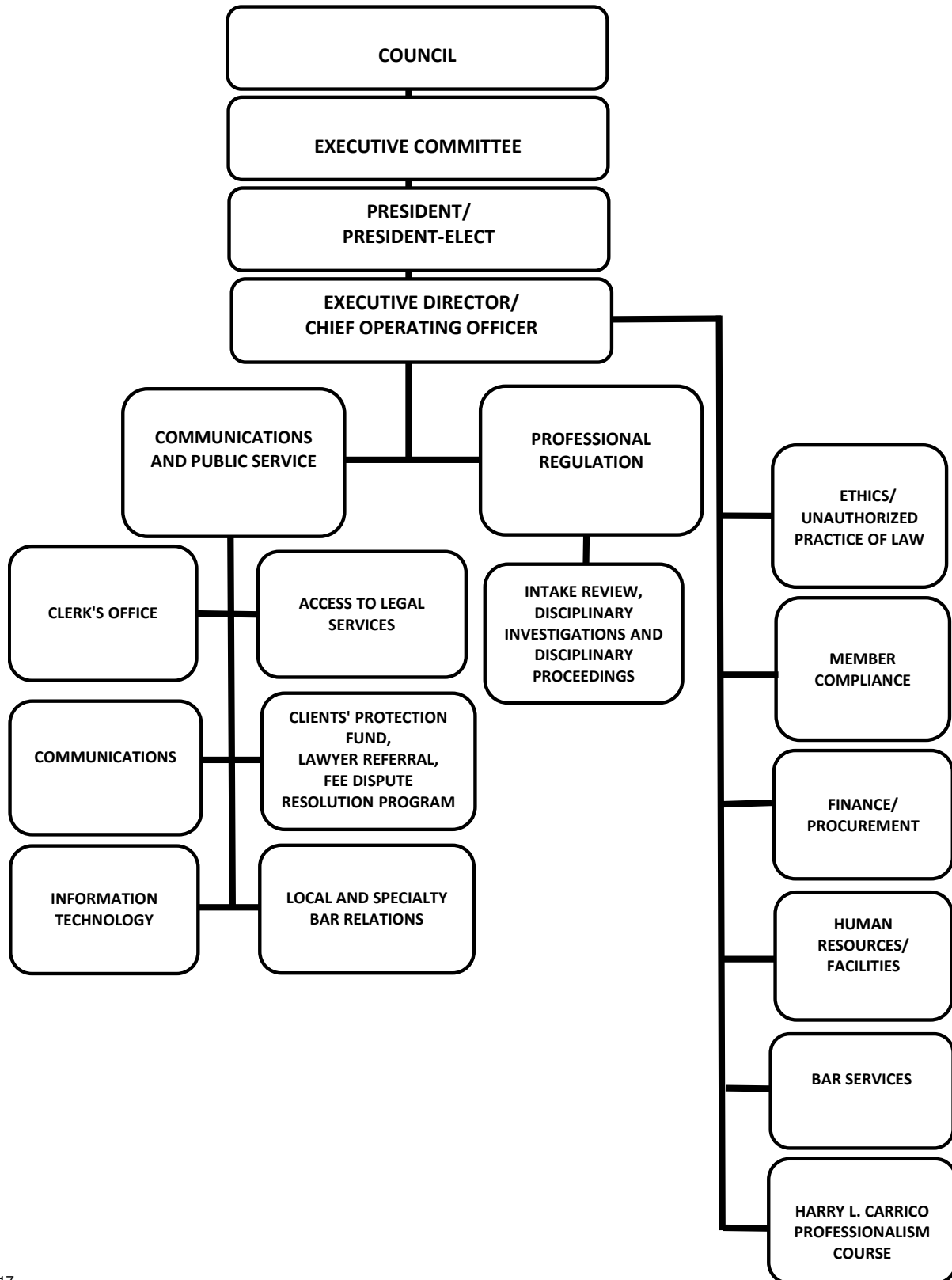


## II. VSB Organization and Staff Support

### A. VSB Organization Chart



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## B. Staff Directory

VIRGINIA STATE BAR  
1111 East Main Street, Suite 700  
Richmond, Virginia 23219-0026  
(804) 775-0500 • TDD (804) 775-0502  
website: <http://www.vsb.org>  
Office Hours: 8:15 a.m. to 4:45 p.m.

### EXECUTIVE OFFICE

		Phone	E-mail
Karen A. Gould	Executive Director	775-0550	gould@vsb.org
Asha B. Holloman	Assistant to the Executive Director	775-0551	aholloman@vsb.org

### FINANCE

Crystal T. Hendrick	Finance/Procurement Director	775-0523	hendrick@vsb.org
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### MEMBER COMPLIANCE

Gale M. Cartwright	Director	775-0578	cartwright@vsb.org
	Main Number for Mandatory Continuing Legal Education	775-0577	mcle@vsb.org
	Main Number for Membership	775-0530	membership@vsb.org

### BAR SERVICES

Maureen D. Stengel	Director	775-0516	stengel@vsb.org
Dolly C. Shaffner	Meetings Coordinator	775-0518	shaffner@vsb.org
Lauren A. Parrish	Meetings Coordinator	775-0515	parrish@vsb.org
Andrew S. Barber	Administrative Assistant	775-0514	abarber@vsb.org

### COMMUNICATIONS, PUBLIC ACCESS, AND SPECIAL PROGRAMS

Renu M. Brennan	Deputy Executive Director	775-0575	brennan@vsb.org
Stephanie G. Blanton	Records Manager/Executive Assistant and Fee Dispute Coordinator	775-0576	blanton@vsb.org
Paulette J. Davidson	Conference of Local and Specialty Bar Associations	775-0521	davidson@vsb.org
Crista L. Gantz	Director, Access to Legal Services	775-0522	cgantz@vsb.org

### Communications

Caryn B. Persinger	Director of Communications and Creative Director of <i>Virginia Lawyer</i>	775-0588	persinger@vsb.org
Deirdre H. Norman (Dee)	Editor of <i>Virginia Lawyer</i> and Media Manager	775-0594	dnorman@vsb.org
Jackie Kruszewski	Communications Coordinator	775-0529	jkruzewski@vsb.org

### Virginia Lawyer Referral Service

Toni B. Dunson	Lawyer Referral Coordinator	775-0591	dunson@vsb.org
Referral Service—Local		775-0808	
Referral Service—Long Distance		800-552-7977	

### PROFESSIONAL REGULATION

Edward L. Davis (Ned)	Bar Counsel	775-0566	davis@vsb.org
Kathryn R. Montgomery	Deputy Bar Counsel	775-0543	montgomery@vsb.org
James M. McCauley (Jim)	Ethics Counsel	775-0565	mccauley@vsb.org
Ethics Hotline		775-0564	ethics hotline@vsb.org
James C. Bodie (Jim)	Intake Counsel	775-0596	bodie@vsb.org
Complaint Line		775-0570	

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## C. Section and Conference Staff Liaisons and VSB Contacts

2017–18

The following staff members serve as liaisons to the sections and conferences:

Administrative Law	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
Antitrust Law	Andrew S. Barber	abarber@vsb.org	(804) 775-0514
Bankruptcy Law	Andrew S. Barber	abarber@vsb.org	(804) 775-0514
Business Law	Lauren A. Parrish	parrish@vsb.org	(804) 775-0515
Construction Law	Paulette J. Davidson	davidson@vsb.org	(804) 775-0521
Corporate Counsel	Lauren A. Parrish	parrish@vsb.org	(804) 775-0515
Criminal Law	Maureen D. Stengel	stengel@vsb.org	(804) 775-0517
Education of Lawyers	Maureen D. Stengel	stengel@vsb.org	(804) 775-0517
Environmental Law	Lauren A. Parrish	parrish@vsb.org	(804) 775-0515
Family Law	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
General Practice	Paulette J. Davidson	davidson@vsb.org	(804) 775-0521
Health Law	Paulette J. Davidson	davidson@vsb.org	(804) 775-0521
Intellectual Property Law	Lauren A. Parrish	parrish@vsb.org	(804) 775-0515
International Practice	Andrew S. Barber	abarber@vsb.org	(804) 775-0514
Litigation	Paulette J. Davidson	davidson@vsb.org	(804) 775-0521
Local Government Law	Lauren A. Parrish	parrish@vsb.org	(804) 775-0515
Military Law	Andrew S. Barber	abarber@vsb.org	(804) 775-0514
Real Property	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
Taxation	Andrew S. Barber	abarber@vsb.org	(804) 775-0514
Trusts & Estates	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
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Conference of Local and Specialty Bar Associations	Paulette J. Davidson	davidson@vsb.org	(804) 775-0521
Diversity Conference	Stephanie G. Blanton	blanton@vsb.org	(804) 775-0576
Senior Lawyers Conference	Stephanie G. Blanton	blanton@vsb.org	(804) 775-0576
Young Lawyers Conference	Maureen D. Stengel Lauren Parrish	stengel@vsb.org parrish@vsb.org	(804) 775-0517 (804) 775-0515
<hr/>			
Annual Report	Jackie Kruszewski	jkruszewski@vsb.org	(804) 775-0529
Newsletters	Jackie Kruszewski	jkruszewski@vsb.org	(804) 775-0529
<i>Virginia Lawyer</i> magazine	Deirdre H. Norman	dnorman@vsb.org	(804) 775-0594
VSB Website	Caryn B. Persinger	persinger@vsb.org	(804) 775-0588

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## D. Committee Staff Liaisons

2017–18

### STANDING COMMITTEES:

Budget & Finance	Crystal T. Hendrick	hendrick@vsb.org	(804) 775-0523
Lawyer Discipline	Edward L. Davis	davis@vsb.org	(804) 775-0566
Legal Ethics	James M. McCauley	mccauley@vsb.org	(804) 775-0565
Professionalism	Maureen D. Stengel	stengel@vsb.org	(804) 775-0517

### SPECIAL COMMITTEES:

Access to Legal Services	Crista L. Gantz	cgantz@vsb.org	(804) 775-0522
Bench-Bar Relations	Karen A. Gould	gould@vsb.org	(804) 775-0550
Better Annual Meeting	Maureen D. Stengel	stengel@vsb.org	(804) 775-0517
Judicial Candidate Evaluation	Karen A. Gould	gould@vsb.org	(804) 775-0550
Lawyer Malpractice Insurance	Karen A. Gould	gould@vsb.org	(804) 775-0550
Lawyer Referral	Toni B. Dunson	dunson@vsb.org	(804) 775-0591
Personal Insurance for Members	Renu M. Brennan	brennan@vsb.org	(804) 775-0575
Resolution of Fee Disputes	Stephanie G. Blanton	blanton@vsb.org	(804) 775-0576
Technology and the Practice of Law	James M. McCauley	mccauley@vsb.org	(804) 775-0565

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## E. Duties of Staff Liaisons

Effective staff liaisons are essential to a committee/conference/section and the VSB's overall success. The staff liaison is a key resource to the assigned group, facilitates operations by acting as the information conduit between the group and the VSB, and assists the chair with planning and administrative responsibilities.

The liaison acts at the direction of the chair but does not actually perform the group's work. Too large of a staff role reduces the value of the group and motivation of volunteers; too small a role often results in the group operating inefficiently.

### General Organizational and Policy Duties

The staff liaison:

- is familiar with all aspects of the group's bylaws (sections and conferences), purpose, prior work product, activities and current budget (sections and conferences).
- works with the chair to ensure that the group's work is consistent with the VSB's goals and objectives. The liaison understands and advises the group concerning:
  - the organization's strategic direction;
  - relevant policies, procedures, rules, and organizational structure;
  - the organization's financial planning process and related deadlines; and
  - restrictions on lobbying and fund raising.
- is an active participant at meetings, when possible, engaged in discussions, answering questions, offering suggestions and providing perspective. The liaison anticipates the informational needs of the group and coordinates with the chair to ensure that there is appropriate staff and volunteer input prior to discussion and decision making.
- supports the VSB's policy decisions, even when these decisions may be inconsistent with an individual group's needs.
- anticipates and provides administrative support when possible.
- seeks guidance from his or her manager or other appropriate resources when information beyond the liaison's expertise is required.
- The staff liaison does not participate in the group's votes.

### Meeting and Special Event Support

The staff liaison:

- makes early contact with the chair to discuss a meeting schedule for the bar year, taking into consideration deadlines for financial and other planning activities, and the group's projects and reports.
- reviews with the chair the group's charge and goals for the year; ongoing projects and programs; budget considerations and other relevant background; and the need for new member orientation.
- confirms availability of meeting space, scheduling meeting room, arranging for refreshments and meals and ensuring that the meeting is confirmed on the State Bar's master calendar.
- works with the chair to develop and distribute meeting notices, agendas, minutes, meeting materials and other appropriate communications.
- circulates meeting notices and agendas electronically to the board in a timely manner, ensuring that board members post the meeting date on their calendars at the earliest possible time.
- attends meetings and provides on-site support, as necessary. With respect to meeting attendance, liaisons should coordinate with the chair and exercise judgment as to the importance/expense of attendance at meetings at an offsite location.

- 
- assists the chair with preparation of the agenda and materials for meetings.
  - ensures that the original minutes are maintained in a permanent file following approval.
  - ensures compliance with FOIA, including notice, minutes and electronic meeting requirements (Standing Committees and Public Bodies).
  - coordinates and/or distributes reports or other information relevant to the group's work, including staff, committees, sections, conferences and other pertinent organizations.

## **General Resource and Administrative Support Duties**

The staff liaison:

- assists with preparation of impact statements relative to new projects (see *Handbook, New Project Impact Statement*, page 9).
- explains travel expense reimbursement and general fiscal policies and procedures.
- assists with preparation/submission of form for solicitation of grants and other funds, as necessary.
- assists the Communications Department (jkruszewski@vsb.org or (804) 775-0529) with collection of the group's annual report before the annual meeting, but no later than July 1, 2018.
- coordinates email distribution lists, ensuring that the participant list is current and that policies and rules are distributed as appropriate.

## **Administrative Support Duties Specific to Sections and Conferences**

The staff liaison:

- assists in the nominating committee process of the section/conference for the board of governors and officers' appointments by advising the committee of the number of vacancies and terms of office and by serving as a resource for recruitment of members who would bring diversity to the board and the section/conference's work.
- assists with the collection of election results from section/conference's annual business meeting held during the VSB's Annual Meeting in June (names; addresses; terms of office for newly elected board members and officers)
- communicates proposed section bylaw amendments to the executive director and Bar Services. Amendments to section bylaws must be approved by VSB Council before they become effective.
- anticipates and coordinates the timely production of the section/conference's communications, marketing, research and other needs with appropriate staff (for example: event promotion, mailings, newsletter production, group e-blasts etc.).
- facilitates newsletter production (electronic and printed media; and mailing) in coordination with the Communications Department [jkruszewski@vsb.org@vsb.org or (804) 775-0529]. Volunteer newsletter editors prepare content for the section/conference newsletters, and provide final text to the designated graphic designer for formatting.
- coordinates group email distributions; where appropriate, works through IT Department for large distributions.
- coordinates with the section/conference's webmaster to ensure that the content on the section/conference's website is current and accurate.
- coordinates arrangements with Fiscal Office to ensure that the section has adequate money in budget to cover expenses for programs and projects (i.e. postage/envelopes).
- coordinates arrangements with printer and mailing service for special programs and projects;

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- advises Bar Services Dept. of requests for awards for outgoing section/conference board members and officers to be presented at the Annual Meeting. No awards are automatically prepared by VSB staff. Such expenditures must be authorized by the section/conference and will be charged against its budget. Sections should place such orders at least one month in advance of the Annual Meeting.

## **Finance and Budgeting Duties Specific to Sections and Conferences**

The staff liaison:

- provides financial planning, budgeting support, and guidance through coordination with the fiscal office.
- assists the chair in developing the section/conference's annual budget, according to the policies, procedures and deadlines established by the Virginia State Bar.
- together with the chair, manages the section/conference's budget, proactively reporting appropriate financial information.
- monitors invoices and travel reimbursement vouchers chargeable to the section/conference's budget to ensure that each expenditure made can be covered by the budget, as approved for the fiscal year.
- reviews monthly financial statements and reports financial/budget concerns to his or her supervisor and follows up until the matter is resolved.

## **CLE Administration Duties Specific to Sections and Conferences**

The staff liaison:

- coordinates with the section and Virginia CLE ([www.vacle.org](http://www.vacle.org)) in Charlottesville in the development of section CLE programs.
- coordinates with Bar Services for CLE workshops planned in conjunction with VSB Annual Meeting.
- coordinates planning with VSB MCLE Department to ensure that program qualifies for proper credit; that the application for course approval (form #6) is submitted in a timely fashion; that all MCLE requirements for written materials are satisfied; and that forms #2 and #3 are printed and delivered to section for distribution.

### **NOTE:**

Any seminar or educational program planned by a section *independently of Virginia CLE* must have *advance approval of the Virginia State Bar's Executive Committee*, following consultation with the VSB Executive Director and the section liaison. For section programs that will *not* be sponsored and coordinated by Virginia CLE in Charlottesville, please advise VSB MCLE Department ([mcle@vsb.org](mailto:mcle@vsb.org)) as soon as possible in the planning process.

## **Execution of Contracts & Grants**

- Only the executive director, deputy executive director, or their designee may enter into contracts on behalf of the organization, or approve the engagement of consultants and professional service providers. All grant applications must be authorized and signed by the executive director or the deputy executive director. (*Handbook — Grant Requests*, page 56).
- Bar policy requires approval by the executive director BEFORE solicitation or acceptance of any grant, and approval by the Executive Committee BEFORE solicitation or acceptance of funds from any entity. Please use the form specified by the VSB for this purpose. (*Handbook — Grant Requests*, page 36).