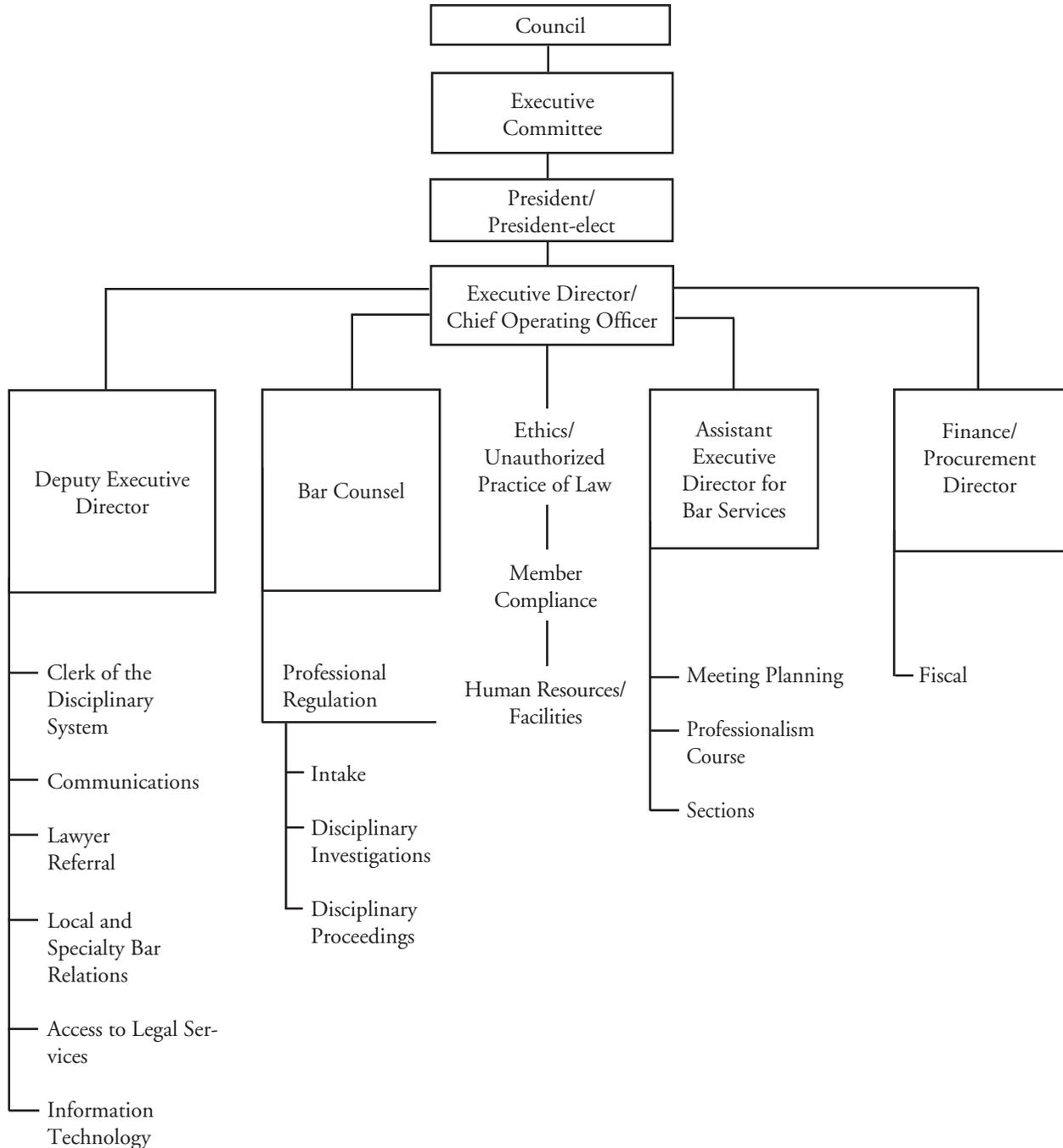


II. VSB Organization and Staff Support

A. VSB Organization Chart



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	Executive Assistant	775-0551	aholloman@vsb.org

FINANCE

Crystal T. Hendrick	Finance/Procurement Director	775-0523	hendrick@vsb.org
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BAR SERVICES

Elizabeth L. Keller (Bet)	Assistant Executive Director	775-0516	keller@vsb.org
Terry B. Patrick	Meetings and Special Projects Coordinator	775-0515	patrick@vsb.org
Maureen D. Stengel	Administrator for Professionalism and Young Lawyer Activities	775-0517	stengel@vsb.org
Catherine D. Huband	Senior Administrative Assistant	775-0514	huband@vsb.org
Dolly C. Shaffner	Special Projects Administrative Assistant	775-0518	shaffner@vsb.org

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

COMMUNICATIONS AND PUBLIC SERVICE

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 Bar Associations	775-0521	davidson@vsb.org
Karl A. Doss	Director, Access to Legal Services	775-0522	doss@vsb.org

Communications

Gordon R. Hickey	Director and Editor	775-0586	hickey@vsb.org
Caryn B. Persinger	Publications Manager/Webmaster	775-0588	persinger@vsb.org
Madonna G. Dersch	Graphic Designer/Assistant Webmaster	775-0587	dersch@vsb.org
Deirdre H. Norman (Dee)	Public Information Specialist	775-0594	dnorman@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	

C. Section and Conference Staff Liaisons and VSB Contacts

2016–17

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

Administrative Law	Catherine D. Huband	huband@vsb.org	(804) 775-0514
Antitrust Law	Terry B. Patrick	patrick@vsb.org	(804) 775-0515
Bankruptcy Law	Terry B. Patrick	patrick@vsb.org	(804) 775-0515
Business Law	Elizabeth L. Keller	keller@vsb.org	(804) 775-0516
Construction Law	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
Corporate Counsel	Catherine D. Huband	huband@vsb.org	(804) 775-0514
Criminal Law	Elizabeth L. Keller	keller@vsb.org	(804) 775-0516
Education of Lawyers	Elizabeth L. Keller	keller@vsb.org	(804) 775-0516
Environmental Law	Catherine D. Huband	huband@vsb.org	(804) 775-0514
Family Law	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
General Practice	Catherine D. Huband	huband@vsb.org	(804) 775-0514
Health Law	Elizabeth L. Keller	keller@vsb.org	(804) 775-0516
Intellectual Property Law	Terry B. Patrick	patrick@vsb.org	(804) 775-0515
International Practice	Elizabeth L. Keller	keller@vsb.org	(804) 775-0516
Litigation	Elizabeth L. Keller	keller@vsb.org	(804) 775-0516
Local Government Law	Terry B. Patrick	patrick@vsb.org	(804) 775-0515
Military Law	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
Real Property	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
Taxation	Catherine D. Huband	huband@vsb.org	(804) 775-0514
Trusts & Estates	Dolly C. Shaffner	shaffner@vsb.org	(804) 775-0518
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Conference of Local 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	stengel@vsb.org	(804) 775-0517
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Annual Report	Deirdre H. Norman	dnorman@vsb.org	(804) 775-0594
Newsletters	Deirdre H. Norman	dnorman@vsb.org	(804) 775-0594
<i>Virginia Lawyer</i> magazine	Gordon Hickey	hickey@vsb.org	(804) 775-0586
VSB Website	Caryn B. Persinger	persinger@vsb.org	(804) 775-0588

D. Committee Staff Liaisons

2016–17

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	Karl A. Doss	doss@vsb.org	(804) 775-0522
Bench-Bar Relations	Karen A. Gould	gould@vsb.org	(804) 775-0550
Better Annual Meeting	Elizabeth L. Keller	keller@vsb.org	(804) 775-0516
Communications	Gordon R. Hickey	hickey@vsb.org	(804) 775-0586
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

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, 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.
- 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.
- coordinates meeting date(s) with the Bar Services Department, confirming 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 (dnorman@vsb.org or (804) 775-0594) with collection of the group's annual report before the annual meeting, but no later than July 1, 2017.
- coordinates e-mail 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 Bar Services 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 [dnorman@vsb.org or (804) 775-0594]. 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 and budgeting support and guidance.
- 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.
- advises VSB Membership Department (membership@vsb.org) of address changes for members of boards.

CLE Administration Duties Specific to Sections and Conferences

The staff liaison:

- coordinates with the section and Virginia CLE (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) 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 51).
- 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).