



## Administrative Office of the Courts & Board for Court Education Funded Organizations

### Roles and Responsibilities Guidelines

#### **Background:**

The Administrative Office of the Courts (AOC) supports a large number of boards, committees, commissions and taskforces. The support provided by the AOC to those organizations is one of its largest and most important business capabilities and functions.

The support provided by the AOC, commonly referred to as “staffing”, includes event planning and coordination, education, research and analysis, subject matter expertise, program financial status and monitoring, authoring documents, producing meeting minutes, and working with faculty. Although the current support model has been functioning over many years, staffing and budget constraints compel a review of those processes to optimize efficiency by clarifying roles and standardizing practices. This document describes roles and responsibility guidelines for Board of Court Education (BCE) funded events.

#### **Goals and Objectives:**

##### **Goals**

- Develop a practical and consistent description of roles and responsibilities between organizations using Board for Court Education and AOC funds allocated for educational events.
- Enhance collaboration and coordination among the various organizations supported by the AOC, as well as among the various AOC staff who support those organizations.

##### **Objectives**

- Clarify roles and responsibilities in support of BCE funded events thereby reducing duplication of effort and miscommunication.

##### **Benefits**

- Consistency of services provided by AOC for any BCE funded organizational activities.
- Improved communication and coordination of activities across organizations supported by AOC.

## 1.0 ROLES AND RESPONSIBILITIES

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### DESCRIPTION OF SERVICE

The Court Education Services (CES) section of the AOC provides staff that supports continuing education to the judiciary through teaching programs, JIS education, eLearning and conference activities. The BCE was established by Supreme Court Order to guide and direct court education programming by policy setting, coordination of curricula and services, and allocation of resources. CES helps the association and court level education and advisory committees develop and deliver quality education programs that are consistent with the policies of the BCE.

BCE (state) funds are provided for course content that is educational in nature and may not be used for association business meetings or entertainment.

### 2.0 DESCRIPTION OF AOC ROLES AND RESPONSIBILITIES

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AOC RESPONSIBILITIES	DESCRIPTION
Education Committee Meetings	Schedule, attend, and prepare for organization education committee meetings as needed. Provide educational expertise, size/location, regarding upcoming education event; assist in educational planning.  Prepare and retain official records of planning and conference documents.
Provide Educational Expertise  <b>See</b> – Board for Court Education Policies for Judicial Education Programs sub section Travel Reimbursement Policies	Review course content and method of presentation. Provide educational recommendations for content improvement. Work directly with faculty on content of materials as needed.  Coordinate speaker expectations, travel arrangements, printed and visual materials.  Process internal travel documentation as needed to authorize expenditures of state resources.
Review Site Logistics	As directed by the organization, the CES will review site locations and logistics and negotiate the most favorable arrangements for the organization.
Site and Facility Proposals	CES will recommend facilities based on the ability to meet cost allowances and program needs. Once the final decision on facilities is made, CES will negotiate with and/or notify proposing entities that their proposal has

	been accepted or denied.
Education Session Proposals	Develop Education session Requests for Proposals (RFPs). Disseminate and coordinate session proposals for presentation to the education committee for their review and decision. The CES educator will notify the proposing entity that their session has been accepted or denied.
Contract Negotiation	After site decision by organization, CES will process the contract(s) with the AOC Contract Manager, thereby ensuring compliance with state laws and procedures governing use of state funds.  Organizations should not directly negotiate contracts with hotels as that may complicate the contracting process and the role of the AOC Contract Manager.
Lodging Set-up	Provide lodging list to hotel/site for faculty, special guests and AOC staff. The AOC is responsible for Master and final bill and invoice payment.  Most participants are responsible to secure and pay for their own lodging.
Incidental Fee Calculation	Calculate participant Incidental Fee after determination by Organization and Educator of the meals/beverages to be consumed and reimbursed.
Incidental Fees Collection	Collect and coordinate participant registrations and Incidental Fees. Oversee funds in Judicial Conference Registrar account which is used to pay conference expenses that exceed established limits or costs that may be ineligible for reimbursement via AOC.
Reimbursement Vouchers	Prepare and process reimbursement vouchers.
Participant Packet and Education Materials	Produce documents which include educational material, presentations, confirmation letter, participant packet, pocket agenda, vouchers, cover/explanation sheet, and name badge.
Coordinate with site to produce Banquet Event Orders (BEOs)	Provide site with catering menu and meal numbers, specific AV/room set-up needs, and special lodging list to be <u>direct-billed to AOC</u> . CES is responsible for any on-site changes that are needed that will impact the BEOs or contract.
Serve as Registrar	Serve as Registrar during event, including staffing Registration table: facilitate participant check-in (distribute participant packet, any additional hand-outs or gift(s), communicate special information.)
Hotel Liaison	Establish on-site relationships with hotel staff and serve as liaison between participants/organization and event site staff from banquet/catering, AV, housekeeping, room

	selection/set-up and management.
On Site Educator	Ensure proper set up of education spaces, faculty needs, material distribution, room set-up and break-down, and AV equipment oversight.
Security	AOC staff will coordinate security arrangements with Washington State Patrol for events involving state judges.
Evaluations	Collect evaluations from session events, compile and analyze results.
Oversight of Final Invoice	Review and initially approve invoice from site. Coordinate with site accounts payable staff as needed. Provide AOC Fiscal Department with budget breakdowns and manager approval, reconciling with final invoice.
Coordinate with AOC staff outside of CES	During education program planning, CES will coordinate with other AOC staff in consideration of organizational business needs which coincide with education events.

### 3.0 DESCRIPTION OF ORGANIZATION RESPONSIBILITIES

ORGANIZATION RESPONSIBILITIES	DESCRIPTION
Planning Meetings	Coordinate/schedule AOC Educator and Education Assistant for planning meetings.
Communicate Logistics	After BCE budget approval, communicate with AOC Education: <ul style="list-style-type: none"> <li>• Preferred date(s) of upcoming event,</li> <li>• Region of Washington State, and</li> <li>• Anticipated size/cap of group.</li> </ul>
Education Program	Determine educational programming/needs and secure faculty with assistance of AOC Educator as needed. Work directly with faculty and educator on content of materials as needed.
Registration Hand Outs	Coordinate the delivery of registration hand outs with the Education Assistant (EA) no later than one month prior to the start date of the event. Content for any hand out needs to be provided to the EA during the initial planning of the event. If the EA determines the hand out is not suited for distribution by AOC at the registration desk an alternative delivery method will be coordinated. Any additional approved hand outs should be given to the EA two hours

	before event registration.
Registration Gifts	The organization is responsible for selection, budget, purchase, and transportation of any registration gift.
Education Session	Work with AOC Educator to ensure each education session is properly staffed. Host the session and assign members to introduce faculty.
Evaluations	Help collect evaluations from session events.
Extra Curricular Activities	Communicate non-education activities (committee meetings, extra-curricular activities with the EA to ensure display tables, meeting space, AV requirements, do not compromise educational sessions.  Staff and coordinate any extra-curricular activities.

#### 4.0 JOINT EDUCATIONAL PROGRAMMING

AOC RESPONSIBILITIES	DESCRIPTION
Education Committees – Joint Education Request  See: BCE Policies for Judicial Education Programs, Elements for Education Funding.	When a joint conference is requested, provide information to both education committees on: <ul style="list-style-type: none"> <li>• The pros and cons of holding a joint educational program. Include costs, budget restrictions, staffing and necessity of meeting educational needs of all participants.</li> <li>• The requirement for prior approval of resources by JSD Director.</li> <li>• The need for prior approval by both associations. The education chairs should also provide input to their respective associations on the pros and cons from their committee’s perspective.</li> <li>• The BCE limit of no more than three (3) concurrent, choice sessions during the program (due to AOC resource limitations).</li> <li>• The need for both education committees to develop a proposed agenda for program, which takes into account the BCE funding that each association receives.</li> <li>• Possible locations and cost estimates to host both groups at once and meet educational needs.</li> </ul> If joint programming is approved:

	<ul style="list-style-type: none"> <li>• Schedule monthly conference calls between both education committees.</li> <li>• Work with both chairs to establish procedures for the meetings.</li> </ul>
ORGANIZATION RESPONSIBILITIES	DESCRIPTION
Joint Conferences	<ul style="list-style-type: none"> <li>• Notify the AOC about the request for a joint program <b>one year</b> prior to the event.</li> <li>• Provide input on the pros and cons of a joint program and present them to their associations.</li> <li>• Work within the BCE limitations concerning joint programming.</li> <li>• Negotiate proposed agenda to take into account the needs and wants of both groups while meeting educational needs.</li> <li>• Develop sessions pertinent to both organizations' educational needs.</li> <li>• Where possible, educational content should relate to the relationship between the two groups (judge/administrator, superior court administrator/county clerk) and other common issues.</li> </ul>

## 5.0 PROHIBITED ACTIVITIES

PROHIBITED	DESCRIPTION
Vendor or Business Presence	<ul style="list-style-type: none"> <li>• CJC Rule 2.4 (C) provides that “a judge shall not convey or authorize others to convey the impression that any person or organization is in a position to influence the judge. CJC Rule 2.12(A) provides: “A judge shall require court staff, court officials, and others subject to the judge's direction and control to act with fidelity and in a diligent manner consistent with the judge's obligations under this Code.”</li> <li>• Public funds and AOC staff may not be used to obtain or distribute any private for-profit information, services, or property.</li> </ul> <p>BCE funded programs may not include vendors or business sponsors.</p>

Hotel Food and Beverage Provisions	Most conference facilities have food and beverage provisions that prohibit introduction of food or beverages not purchased from their facility. Bringing in any unauthorized beverage or food including items such as birthday cakes or celebratory beverages could lead to the hotel losing its food or beverage license or cancellation of further activities by the organization on the premises. Therefore, no food or beverage of any kind may be brought into banquet or meeting rooms without express written approval of AOC and the facility.
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## 6.0 PROGRAM SPONSORS

SPONSOR	DESCRIPTION
Description	A person or organization that provides money to help fund a program event.
Audio Visual Needs	<p>Basic audio visual (AV) packages are negotiated by CES as part of the conference budget. Additional AV costs for sponsored program may be borne by the sponsoring organization. Basic AV is at the discretion of the educator and budgetary limits. Basic AV package usually consist of:</p> <p>Small Group Session Audiovisual Package (40 or fewer attendees)</p> <ul style="list-style-type: none"> <li>• (1) Large Screen</li> <li>• (1) LCD Projector</li> <li>• (1) Laptop</li> <li>• (1) Remote Mouse</li> <li>• (1) AV cart with associated power cords</li> <li>• House Sound</li> <li>• Internet Access</li> </ul> <p>Large Group Session Audiovisual Package (40 – 250 attendees)</p> <ul style="list-style-type: none"> <li>• (1) Large Screen</li> <li>• (1) LCD Projector</li> <li>• (1) Laptop</li> <li>• (1) Remote Mouse</li> <li>• (1) AV cart with associated power cords</li> <li>• (2) Wireless Lavalieres (<i>may be exchanged for equal or lesser value of wired, podium, or handheld microphones</i>)</li> <li>• (1) 4-Channel Mixer</li> <li>• House Sound</li> <li>• Internet Access</li> </ul>

Staff Support	The sponsor may have staff support to develop content of programming but must work with the CES educator on course content, resource availability and budget limitations. The sponsor will designate a primary contact who will be directly involved in planning program content, materials and presentations.
Recognition	Sponsor entities will be listed on the master agenda and materials.

## 7.0 COMMITTEES

COMMITTEES	DESCRIPTION
Description	Court level education committees that work with CES to develop curriculum and programs.
Audio Visual Needs	<p>Basic audio visual (AV) packages are negotiated by CES as part of the conference budget. Additional AV costs for sponsored program may be borne by the sponsoring organization.</p> <p>Basic AV package usually consist of:</p> <p>Small Group Session Audiovisual Package (40 or fewer attendees)</p> <ul style="list-style-type: none"> <li>• (1) Large Screen</li> <li>• (1) LCD Projector</li> <li>• (1) Laptop</li> <li>• (1) Remote Mouse</li> <li>• (1) AV cart with associated power cords</li> <li>• House Sound</li> <li>• Internet Access</li> </ul> <p>Large Group Session Audiovisual Package (40 – 250 attendees)</p> <ul style="list-style-type: none"> <li>• (1) Large Screen</li> <li>• (1) LCD Projector</li> <li>• (1) Laptop</li> <li>• (1) Remote Mouse</li> <li>• (1) AV cart with associated power cords</li> <li>• (2) Wireless Lavalieres (<i>may be exchanged for equal or lesser value of wired, podium, or handheld microphones</i>)</li> <li>• (1) 4-Channel Mixer</li> <li>• House Sound</li> <li>• Internet Access</li> </ul>
Staff Support	The committees may have staff support to develop content of programming but must work with the CES educator on course content, resource availability and cost limitations. The sponsor will designate a primary contact who will be directly involved in planning

	program content, materials and presentations.
Recognition	Sponsor entities will be listed on the master agenda and materials.