

BOARD ADMINISTRATIVE SUPPORT

STAFF SUPPORT

Administrative support for the Board of Governors is provided by the executive assistant to the executive director, in accordance with the following guidelines. For assistance, contact the executive assistant at 503-431-6386, long distance in state at 1-800-452-8260 extension 386, or e-mail. (See page 8 for complete support staff contact information.)

GENERAL SUPPORT INFORMATION

1. Expense Reimbursement Report Forms

An electronic copy of the current year's Oregon State Bar Expense Reimbursement Report form will be sent at the beginning of each board year. Expense reimbursement reports must be submitted within 30 days of an event with receipts attached. Guidelines and policies for expense reimbursement are available in Bar Bylaw 2.5, including its subsections, and on the back of the expense reimbursement form.

2. Correspondence and Board of Governors Letterhead

Board of Governors letterhead will be made available upon request. Contact the executive assistant for assistance with mailing items to board members or for other board-related projects.

3. Telephone Credit Cards

Telephone credit cards are used by some senior members of the board for bar business. Contact the executive assistant if you are interested in obtaining a card. The card will be turned in to the bar at the end of a board member's term in office.

4. Oregon State Bar Credit Card (VISA)

The president and president-elect may request an Oregon State Bar VISA bankcard to be used for Board of Governors business. Contact the executive assistant if you are interested in obtaining a card. The card will be returned to the bar at the end of the officer's term of office.

5. Address Changes

The fastest method to update address and contact information is through member login at www.osbar.org and selecting the View/Change Address option. We recommend this method because the data is reviewed daily and deposited directly into the member database. Addresses may also be changed by completing the address change form and submitting it to the bar by mail or fax. The address change form is available in the forms library at www.osbar.org.

RESOURCES

1. Bar Staff

The Oregon State Bar staff is a resource in support of the board. Contact the Executive Director if you have questions about Oregon State Bar staff resources.

2. OSB Website

The OSB website contains information about many aspects and activities of the OSB as well as current copies of all governance documents. It is also where BOG members will find their meeting agendas and updated calendar of events. Go to www.osbar.org and explore!

MEETING AND TRAVEL ARRANGEMENTS

1. The Executive Director works with the President-elect to select sites for meetings during the President-elect's presidential year. The first meeting of the year will normally take place in Salem, two will be at the OSB center in Tigard, and two will be in various locations around the state.
2. The Executive Assistant coordinates room reservations for the board, their guests, and staff at meetings outside of the Portland metropolitan area. Board members will be asked in advance of each meeting for their rooming requirements and attendance at official events. Early response greatly assists in the arrangements.
3. The Executive Assistant also procures meeting rooms and makes catering arrangements for board meetings and other board events, and coordinates special board events and activities.

BOARD MEMBER RESPONSIBILITIES

1. Board members are provided with a master calendar of BOG meetings and other events at which attendance is required or encouraged. The calendar is updated for every board meeting so that members can schedule appropriately. Board members should provide timely notice to the staff of their reservation requirements for board meetings and events and of any change in plans as soon as they occur. This helps us contain costs and avoid charges for reserved but unused rooms and meals.
2. Board members expense for travel to and from BOG meetings and other events is reimbursed in accordance with the Bar's expense reimbursement policy. Reimbursement reports are due within 30 days after the expenditure. Room and meal expense at out of town Board of Governors meetings is handled on the master bill. Board members pay only for incidentals when checking out. See information about "spouse and guest expense."
3. Board members generally make their own travel arrangements. Occasionally, the BOG will charter a bus for a meeting in a distant location in lieu of reimbursing individual travel from the same start point. In other circumstances, while not required, the following travel suggestions help reduce the cost of BOG travel:
 - (a) Carpool with other board members or staff.
 - (b) Make air or car rental reservations well in advance to take advantage of special discounts.
 - (c) Unless a meeting agenda necessitates the presence of the Board of Governors contact, participation should be by telephone.
 - (d) Expenses outside the Bar's regular policy will be reimbursed only necessitated by special circumstances and with the approval of the President.
4. Costs for recreational activities at board meeting locations, such as golf or theater tickets, are personal expense items.
5. Reimbursements *without* receipts:
 - (a) In-state: \$11 breakfast, \$16 lunch, \$34 dinner and incidentals \$5 for a total of \$66.
 - (b) Out-of-state: \$12 breakfast, \$18 lunch, \$36 dinner and \$5 incidentals for a total of \$71.
 - (c) Lodging \$125 plus tax.
6. Meals for one spouse or guest will be complimentary at Board of Governors meetings, the Past Board of Governors dinner, and at any special BOG events. All other spouse or guest expenses, including travel costs, are considered personal expenses.