

# **BOARD AND OFFICER JOB DESCRIPTIONS**

## **PRESIDENT OF THE BAR**

The board president directs the activities of the board and its decision-making process. Specifically, the president:

1. Leads the board in the execution of the bar's strategic planning process by leading and inspiring the board to create a plan that meets the needs of the organization and its members over the next five years.
2. Facilitates communication between the board and the executive director; educates board members about the chain of command and procedures for board business; ensures communication and debate are constructive and result in quality decision-making; and speaks for the board to the legal and other communities.
3. Inspires the board by encouraging and motivating board members to be knowledgeable and effective in their roles; knows the board members and their skills; and appoints them to appropriate committees and as liaisons to other groups.
4. Ensures that the board is organized and productive by ensuring that members have sufficient information to make appropriate decisions and by encouraging members to set aside personal agendas in favor of the overall good of the organization.
5. Facilitates board decision-making by including all members in discussions, keeping discussions focused, knowing when to refer a question to a committee for further study, recognizing when to take a break between the debate and the decision process, and determining when to end debate and take the vote.
6. Solves problems by recognizing, bringing to the table, and discussing problems so the board can facilitate constructive solutions and can successfully accomplish its mission.
7. Directs board activities by ensuring that meetings start on time, progress smoothly, accomplish the business set forth in the meeting agenda, and end on time.
8. Serves as a key spokesperson for the bar organization and membership in contacting governmental agencies, the judiciary, other bar associations, and the press and broadcast media.

## **PRESIDENT-ELECT OF THE BAR**

The president-elect performs the duties of the president in the absence of the president and such other duties as may be directed by the Board of Governors. The president-elect sets the meeting schedule for the year he/she is president and oversees plans and presentations for the BOG annual fall retreat.

## **VICE-PRESIDENT OF THE BAR**

All BOG members in the fourth year of their terms (except the president) serve as vice-presidents. The role of vice-presidents is generally to support the president and to oversee projects as assigned.

## **MEMBERS OF THE BOARD**

The job of board members is to be policy-makers for the organization. The board establishes policies and then observes, interprets, and evaluates how well the executive director carries them out and accomplishes the mission of the organization.

1. With other board members, each board member:
  - (a) Evaluates whether the needs of the organization's members are being met.
  - (b) Sets and supports policies and goals for the organization.
  - (c) Develops a long-range plan for the bar, revisiting it annually for appropriate adjustment.
  - (d) Measures the bar's progress toward its long-range goal by monitoring the board's activities to ensure they support the direction established in the long-range plan.
  - (e) Ensures that the bar has adequate finances, approve the annual budget, monitor the bar's financial condition, and review the outside audit.
  - (f) Appoints, actively supports, and works in partnership with, the executive director, providing information and clear direction and evaluating the executive director's performance in carrying out the board's directives and goals to best serve the membership and public.
2. As an individual, each board member
  - (a) Stays informed about board matters by reading agendas and exhibits prior to meetings, requesting additional information from staff as desired, and preparing for discussion and debate.
  - (b) Attends all meetings (except in emergencies) and participates actively, including serving on committees and task forces as assigned.
  - (c) Represents all members of the bar, while protecting the interest of the public.
  - (d) Serves as an advocate for the bar within the legal and other communities, including sharing information with state and local government officials, communicating with bar members, and participating in public relations functions as described in Board of Governors policies.
  - (e) Communicates with membership in the represented region regarding issues, decisions, and activities.
  - (f) Serves as liaison to sections and membership committees, attending occasional meetings, maintaining contact with group leaders, acting as a resource for bar and Board of Governors policies affecting the group and its activities, and reporting to the board regarding the group's activities and plans.
  - (g) Avoids speaking publicly in opposition to positions taken by the Board of Governors.

## **EXECUTIVE DIRECTOR**

The executive director is appointed by the Board of Governors as chief executive officer, to manage the affairs of the Oregon State Bar, and is directly responsible to the board for the proper operation of the bar. In that capacity the executive director:

1. Has authority to establish the appropriate organizational structure of staff to best accomplish the approved goals, programs, and policies of the bar.
2. Initiates and directs the development of policies for board approval and implements policies adopted by the board.
3. Works with the president to establish the agenda for board meetings and the annual House of Delegates meeting and coordinates preparation of the written agenda, reports, and related materials.

4. Attends board meetings, board committee meetings, other meetings, and participates in discussions.
5. Provides the board with accurate, complete, and timely information to help it reach decisions and establish policies and reports regularly to the board about progress made in fulfilling organizational objectives.
6. Assists the board in preparation of the bar's strategic plan and develops and implements short-range goals based on the strategic plan and the budget.
7. Directs the preparation of the bar's annual budget and implements the budget approved by the board.
8. Ensures all bar financial policies are followed.
9. Ensures financial documents of the bar are properly maintained and safeguarded.
10. Monitors the election of board officers, Board of Governors members, and other elected bar representatives.
11. Sees to the proper performance of all regulatory functions of the bar as set forth in ORS Chapter 9 and the bar's Rules of Procedure.
12. Serves as general liaison to and supervises the provision of administrative support to sections, committees, and affiliated groups.
13. Establishes operating and personnel procedures for the staff and decides all matters of administrative and supervisory detail concerning staff, including hiring, firing, supervision, and compensation.
14. Represents the bar in its dealings with other organizations, individuals, the membership, and the general public, including as an official spokesperson for the bar.
15. Promotes good public relations in the legal and other communities.