

AFFIRMATIVE ACTION COMMITTEE CHARGE

Program committees have been established by the Board of Governors to assist the bar in achieving the program's outcomes. These outcomes are based upon a goal for the program that is set by the Board of Governors that fits with the bar's overall strategic plan. Program outcomes are designed to be achievable, specific, measurable and results oriented. In general, the committee's role in this process is:

1. Provide input, analysis and evaluation of the program to the program manager and/or BOG. The Board and staff rely upon the input provided by members of the committee. It, along with other information such as participant surveys, focus groups, and ideas from other relevant groups, assists the BOG in making policy decisions.
2. Make recommendations to the program manager regarding how the program can be improved. Committee members should review, at least annually, the evaluations related to specific program outcomes (see below).
3. Serve as volunteers for program elements.

At the beginning of each committee year, the committee should work with staff to develop specific committee activities that support the functions of the program. All committee activities should complement program activities designed to achieve the outcomes identified by the BOG. For your information, the program outcomes for specific name of program:

Specific Program Outcomes:

1. Increase the number of AAP participants.
2. Increase the number of AAP student participants who attend and complete law school in Oregon.
3. Increase the number of AAP participants who pass the Oregon bar examination.
4. Increase number of career placements in Oregon.
5. Increase number of ethnic minority lawyers who remain in Oregon practice for at least five years.
6. Increase awareness of the value of diversity in the legal profession.
7. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who make a contribution to serving the legal needs of Oregonians.

CERTIFIED PUBLIC ACCOUNTANTS (JOINT) COMMITTEE CHARGE

General:

**Serve as formal liaison between the members of the legal and accounting professions.
Coordinate the planning and implementation of educational publications and programs.**

Specific:

- 1. Promote discussion groups between lawyers and CPA's on topics of interest, through roundtable events, business fairs, retreats and social events.**
2. Continue drafting and editing articles for publication in the "Professional Insight" and Oregon State Bar "Bulletin".
3. Prepare guidelines to help the Unlawful Practice of Law Committee determine when accountants and other professionals are engaged in the unauthorized practice of law.
4. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

CLIENT SECURITY FUND COMMITTEE CHARGE

Introduction

Program committees have been established by the Board of Governors to assist the bar in achieving the program's outcomes. These outcomes are based upon a goal for the program that is set by the Board of Governors that fits with the bar's overall strategic plan. Program outcomes are designed to be achievable, specific, measurable and results oriented. In general, the committee's role in this process is:

1. Provide input, analysis and evaluation of the program to the program manager and/or BOG.
2. Make recommendations to the program manager regarding how the program can be improved.
3. Serve as volunteers for program elements.
4. Understand that when changes are made in program outcomes, input will be considered from the committee, as well as from other groups or means such as surveys, focus groups, ideas from other bars, etc.
5. Recognize that the program committee is not a governing body for the program and that the committee does not direct the activities of the program manager.

At the beginning of each committee year, the committee should work with staff to develop specific committee activities that support the functions of the program. All committee activities should complement program activities designed to achieve the outcomes identified by the BOG. For your information, the outcomes for which the program manager is accountable are:

Specific Program Outcomes:

1. Conduct high quality investigations, and make prompt determinations on claims.
2. Maintain policies and procedures to assure strict compliance with statutory requirements, to meet standards of due process and fairness, and to address problem claim areas for improved loss prevention.
3. Maintain an appropriate assessment and reserve in light of changes in claims experience.
4. Continue efforts to recover money from lawyers for whom CSF claims have been paid.
5. Continue to increase member and public awareness of the Client Security Fund Program, how it operates, and the awards it makes.
6. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who make a contribution to serving the legal needs of Oregonians.

FEDERAL PRACTICE AND PROCEDURE COMMITTEE CHARGE

General:

Assist in update and review of federal practices and procedures, keep the members of the bar apprised of changes, and assist judiciary in its efforts to modernize this area of law. Advise Board of Governors on issues relating to federal practice. Coordinate liaison efforts between bar membership and the federal judiciary.

Specific:

1. Identify and report to BOG improvements and proposed changes in federal practices and procedures.
2. Continue liaison activities with Oregon federal judges and staff to maintain communication and cooperation on issues affecting practice in the federal courts.
3. Continue liaison activities with Litigation Section.
4. Continue liaison activities with Federal Bar Association, federal court Local Rules Committee and 9th Circuit Lawyer Representatives.
5. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

JUDICIAL ADMINISTRATION COMMITTEE CHARGE

General:

Study and make recommendations to the Board on matters concerning state judicial administration and the judiciary. Monitor and recommend improvements in technology, operation, discipline and funding within the judicial system.

Specific:

1. Review relevant past and future legislation affecting the justice system and coordinate with Public Affairs Committee of BOG.
2. Continue to study and consider judicial selection and judicial campaign proposals. Support public awareness including community outreach by judges.
3. Relate the above activities to court accessibility.
4. Continue involvement in judicial appointments and new judgeships.
5. Monitor and provide recommendations to BOG regarding ballot measures and issues of special interest affecting judicial administration and Oregon Judicial Department funding.
6. Work with the Legislature, the Judicial Department, and local counties on court facilities issues.
7. Monitor and support Public Defense Services and related funding issues.
8. Track relevant work on and support Problem Solving Courts, including Drug Courts, Family Courts, DUII Courts, and Mental Health Courts.
9. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

LEGAL ETHICS COMMITTEE CHARGE

Introduction

Program committees have been established by the Board of Governors to assist the bar in achieving the program's outcomes. These outcomes are based upon a goal for the program that is set by the Board of Governors that fits with the bar's overall strategic plan. Program outcomes are designed to be achievable, specific, measurable and results oriented. In general, the committee's role in this process is:

1. Provide input, analysis and evaluation of the program to the program manager and/or BOG.
2. Make recommendations to the program manager regarding how the program can be improved.
3. Serve as volunteers for program elements.
4. Understand that when changes are made in program outcomes, input will be considered from the committee, as well as from other groups or means such as surveys, focus groups, ideas from other bars, etc.
2. Recognize that the program committee is not a governing body for the program and that the committee does not direct the activities of the program manager.

At the beginning of each committee year, the committee should work with staff to develop specific committee activities that support the functions of the program. All committee activities should complement program activities designed to achieve the outcomes identified by the BOG. For your information, the outcomes for which the program manager is accountable are:

Specific Program Outcomes:

1. Provide timely responses to inquiries.
2. Continue to review formal opinions as appropriate for BOG approval
3. Study and recommend disciplinary rule changes based on issues considered by the committee or as directed by the BOG.
4. Review existing ethics opinions in light of adoption of new model rules (assuming their approval by the Supreme Court).
5. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who make a contribution to serving the legal needs of Oregonians.

LEGAL HERITAGE INTEREST GROUP CHARGE

General:

Promote and communicate history and accomplishments of the Oregon State Bar and its members to members and interested groups.

Specific:

1. Compile a list of known sources and resources pertaining to the history of the Oregon State Bar, and pursue efforts to collect written and oral histories.
2. Develop topics and recruit authors for articles in the OSB *Bulletin's* Legal Heritage column.
3. Develop seminars in connection with the Legal Heritage meetings.
4. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

Limitations:

Utilize the funds provided by the BOG in the budget, continue to seek additional funds. Continue to pursue co-publication of *Serving Justice* with the Oregon Historical Society.

LEGAL SERVICES PROGRAM COMMITTEE CHARGE

General:

The OSB Legal Services Program (LSP) Committee is charged with oversight of the OSB LSP and the funds appropriated to the Bar by the Oregon Legislature under ORS 9.572. The OSB LSP will receive direction from the Board of Governors.

Specific:

The OSB LSP Committee will be responsible for reviewing and reporting to or making recommendations to the OSB Board of Governors on the following:

1. The Standards and Guidelines for the OSB LSP and their periodic review.
2. Applications for funding to the OSB LSP
3. Disbursement of funds and annual OSB LSP budget.
4. Peer review of providers to assure quality service.
5. Annual reporting by the providers.
6. Legislative issues involving the legal aid filing fee funds.
7. Complaints and grievances about providers.
8. Support of planning of legal services programs.
9. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

MINIMUM CONTINUING LEGAL EDUCATION COMMITTEE CHARGE

Introduction

Program committees have been established by the Oregon State Bar Board of Governors (Board) to assist the bar in achieving specific program outcomes. These outcomes are based upon a goal for the program that is set by the Board and fits with the bar's overall strategic plan. Program outcomes are designed to be achievable, specific, measurable and results oriented.

In general, the Minimum Continuing Legal Education Committee's role in this process is to:

1. Provide input, analysis and evaluation of the program to the MCLE Administrator and/or Board. In developing policy and making decisions, the Board and staff rely upon the input provided by members of the committee, together with other information such as participant surveys, focus groups, and ideas from other relevant groups;
2. Make recommendations to the MCLE Administrator regarding how the program can be improved. Committee members should review, at least annually, the evaluations related to specific program outcomes (see below);
3. Assure that all committee activities are designed to achieve the outcomes identified by the Board.

Specific obligations of the MCLE Committee are to:

1. Continue to review, analyze and recommend to the MCLE Administrator and the Board changes to the MCLE Rules and Regulations as appropriate to meet program goals;
2. Recommend filing, accreditation, or reinstatement fees as deemed necessary to assist in the administration of these MCLE Rules, for approval by the Board;
3. Identify and recommend for Board approval appropriate reciprocity agreements with other CLE accreditation bodies;
4. Consider and act on requests for review of decisions of the MCLE Administrator, pursuant to Rule 8 and applicable regulations; and
5. At the beginning of each committee year, work with the MCLE Administrator to develop specific committee activities that help achieve the stated goal and specific program outcomes.

Specific Program Outcomes:

1. Improve public confidence in the competence of Oregon lawyers.
2. Ensure that Oregon lawyers are meeting Minimum Continuing Legal Education requirements.
3. Ensure efficient and effective delivery of MCLE program services.
4. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who make a contribution to serving the legal needs of Oregonians.

PRO BONO COMMITTEE CHARGE

General:

Assist in developing and expanding programs and activities designed to provide access to the justice system, in civil matters, for Oregonians unable to pay for attorneys' services. Assist in expanding legal aid services and activities throughout the state. Assist all members of the bar in understanding and fulfilling their responsibility to provide pro bono legal services.

Specific:

1. Develop plans and strategies that will institutionalize a pro bono culture in the state. Developing the plans and carrying out plan strategies should include other groups involved in pro bono such as the courts, OSB Sections, OSB New Lawyers Division's Pro Bono Challenge, local bar pro bono committees as well as legal service providers. These plans should include but not be limited to the following:
 - Publicity and electronic media usage
 - Public speaking for members of the Bar and Board of Governors
 - Promoting judicial involvement
 - Institutionalizing recruitment which should include current efforts such as developing a model pro bono policy for Oregon Law Firms
 - Work with law schools to prepare lawyers for meeting their pro bono obligation
 - Volunteer recognition including the NLD Pro Bono Challenge
 - Coordination strategy between pro bono committees to prevent duplication of effort
 - Continued assessment of volunteer reporting of pro bono hours
2. Provide assistance to legal service providers and local bars to develop and expand pro bono services at a local level, by acting as a clearinghouse and/or resource for information regarding pro bono planning and programs. This includes developing strategies and resources for lawyers to assist them in integrating pro bono into their practices.
3. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

PROCEDURE AND PRACTICE COMMITTEE CHARGE

General:

Study and make recommendations to the Board on matters concerning the practice of law and procedural issues and rules matters governing disputes in Oregon. Monitor and recommend improvements in technology, court operations and the judicial system to facilitate the practice of law.

Specific:

1. Review and make recommendations regarding relevant legislation affecting procedure and practice issues governing civil cases in Oregon.
2. Study and make recommendations regarding changes to the Oregon Evidence Code, the Oregon Rules of Civil Procedure, the Uniform Trial Court Rules, and local court rules that affect civil cases.
3. Study and make recommendations on proposals from the Council on Court Procedures and the Chief Justice's Civil Law Advisory Committee.
4. Review and make recommendations on changes in procedure and practice issues in light of concerns raised by OSB sections and committees, other interest groups and individuals.
5. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

PUBLIC SERVICE ADVISORY COMMITTEE CHARGE

Introduction

Program committees have been established by the Board of Governors to assist the bar in achieving the program's outcomes. These outcomes are based upon a goal for the program that is set by the Board of Governors that fits with the bar's overall strategic plan. Program outcomes are designed to be achievable, specific, measurable and results oriented. In general, the committee's role in this process is:

General: Advise the BOG and OSB staff on public service priorities and issues to assist in achieving the Bar's public outreach and education goals.

Specific:

1. Provide input, analysis and evaluation of OSB public service programs including Tel-Law updates and Legal Issues for older adults to the program manager and/or BOG.
2. Encourage member participation in OSB public service and public education programs, including active participation by Committee members.
3. Review staff decisions on LRS panelist eligibility as outlined in LRS policies set by the BOG.
4. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award, and any other state, local, and national awards for lawyers who make a contribution to serving the legal needs of Oregonians.

QUALITY OF LIFE COMMITTEE CHARGE

General:

Educate and motivate lawyers to make professional choices that will enhance their quality of life and advance the legal profession.

Specific:

1. Encourage awareness and discussion of the diverse standards by which lawyers evaluate their lives.
2. Educate lawyers and law firms about the benefits of reducing tension between personal and professional life, and methods for doing so.
3. Provide information and support for lawyers who chose non-traditional career paths.
4. Continue publication of articles on enhancing the quality of life in the *Bulletin* and other OSB publications.
5. Form relationships with other Bar sections and committees to promote discussion of these issues within their constituencies. Enhance involvement with groups outside of the OSB, including OAAP, OWLs and Oregon law schools in promoting the goals of the committee.
6. Continue to maintain web site.
7. Track national and local developments in applying the concepts of sustainability to the practice of law and make recommendations for the Board of Governors.
8. Pursue greater speaker outreach to talk to members and law students about balancing home and work life.
9. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

STATE LAWYERS ASSISTANCE (SLAC) COMMITTEE CHARGE

General:

Investigate and resolve complaints or referrals regarding lawyers whose performance or conduct may impair their professional competence.

Specific:

1. Coordinate with PLF Loss Prevention Program and other appropriate resources for lawyer assistance.
2. Continue education and publicity efforts.
3. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

UNIFORM CIVIL JURY INSTRUCTIONS COMMITTEE CHARGE

General:

Develop uniform jury instructions for use in civil trials. Promote better coordination of activities with the Uniform Criminal Jury Instructions Committee to insure a uniform approach to judicial instructions to juries. Continually update existing jury instructions to comply with case law, legislation and useful suggestions from sections and the legal community. Draft instructions in plain language maintaining the goals of clarity and accuracy.

Specific:

1. Promote new jury instructions.
2. Review punitive damages and product liability instructions.
3. Annually supplement and periodically revise the UCJI Redbook.
4. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

UNIFORM CRIMINAL JURY INSTRUCTIONS COMMITTEE CHARGE

General:

Develop uniform jury instructions for use in criminal trials. Coordinate activities with the Uniform Civil Jury Instructions Committee to insure a uniform approach to judicial instructions to juries. Continue to update the instructions according to Oregon case law, legislative changes, sentencing guidelines and useful suggestions from the bench and legal community. Draft instructions in plain language maintaining the goals of clarity and accuracy.

Specific:

1. Promote new jury instructions, as appropriate. Continue to update the Jury Instructions Book regarding new cases and legislation.
2. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other state, local and national awards for lawyers who contribute to serving the legal needs of Oregonians.

UNLAWFUL PRACTICE OF LAW COMMITTEE CHARGE

Introduction

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1. Provide input, analysis and evaluation of the program to the program manager and/or BOG.
2. Make recommendations to the program manager regarding how the program can be improved.
3. Serve as volunteers for program elements.
4. Understand that when changes are made in program outcomes, input will be considered from the committee, as well as from other groups or means such as surveys, focus groups, ideas from other bars, etc.
5. Recognize that the program committee is not a governing body for the program and that the committee does not direct the activities of the program manager.

At the beginning of each committee year, the committee should work with staff to develop specific committee activities that support the functions of the program. All committee activities should complement program activities designed to achieve the outcomes identified by the BOG. For your information, the outcomes for which the program manager is accountable are:

Specific Program Outcomes:

1. Conduct thorough investigations of UPL complaints and present comprehensive investigative reports for full committee consideration within 60 days of an assignment, or within an extended period as provided by committee rule.
2. Continue to recommend to the BOG that injunctive suits be initiated or that cease and desist agreements be entered into when the facts of a particular investigation support such action.
3. Issue letters of notice or admonition to the subjects of committee investigations, as warranted by the facts and committee rules.
4. Maintain policies and procedures to ensure compliance with statutory requirements, to meet standards of due process and fairness, and to ensure an appropriate measure of public protection from unlicensed practitioners.
5. Solicit nominations for the OSB Award of Merit, the President's Public Service Award, Membership Service Award, Affirmative Action Awards, the Joint Bench Bar Professionalism Award and any other local and national awards for lawyers who make a contribution to serving the legal needs of Oregonians.