

CHARGE FOR THE ADVISORY COMMITTEE ON DIVERSITY & INCLUSION

General:

The Diversity & Inclusion Advisory Committee serves as a key resource to assist the OSB in advancing diversity & inclusion in all bar's mission areas, programs and activities. The Committee and its members shall:

Specific:

1. Provide input and recommendations to assist the Diversity & Inclusion Department Director and/or BOG in developing, implementing, monitoring and improving strategic initiatives to advance diversity and inclusion in the OSB.
2. Serve as volunteers for Diversity & Inclusion program elements, activities and strategic initiatives.
3. Serve as ambassadors for the OSB to the legal community and public, including acting as a resource for speaking engagements and CLE programs related to the OSB's Diversity and Inclusion initiatives.
4. Solicit nominations for the Diversity & Inclusion Department's Stella Kinue Manabe Award, annual OSB awards, and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

BAR/PRESS/BROADCASTERS COUNCIL CHARGE

General:

The Bar Press Broadcasters Council works to create a culture of dialogue and understanding among courts, bar members, law enforcement and media outlets. It serves as a resource for input or facilitation when disputes arise between the professions. It produces publications and resource materials dealing with issues where the professions share a common interest, such as public records and meetings law, access to legal or court proceedings, or best practices in the facilitation of positive and productive relationships between professions.

Specific:

1. Host programs aimed at bring together members of these professions to discuss areas of frequent conflict or tension.
2. Produce publications and resource materials dealing with issues where the professions share a common interest, such as public records and meetings law, access to legal or court proceedings, or best practices in the facilitation of positive and productive relationships between professions.
3. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

CLIENT SECURITY FUND COMMITTEE CHARGE

General:

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.

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 annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

LEGAL ETHICS COMMITTEE CHARGE

General:

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.

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 annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

LEGAL HERITAGE INTEREST GROUP CHARGE

General:

Promote and communicate history and accomplishments of the Oregon State Bar and its members to 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. Support historical projects of the OSB and other law-related organizations.
5. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

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 annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

MINIMUM CONTINUING LEGAL EDUCATION COMMITTEE CHARGE

General:

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.

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. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

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 annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

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 annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

PUBLIC SERVICE ADVISORY COMMITTEE CHARGE

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 annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

QUALITY OF LIFE COMMITTEE CHARGE

General:

Encourage and support a culture within the legal community that recognizes, accepts, and promotes quality of life objectives as important to personal and professional development.

Specific:

1. Encourage awareness of and foster openness to the personal and professional choices that lawyers make to improve quality of life for themselves and others.
2. Educate lawyers and legal employers about the benefits of reducing tension between personal and professional life, and methods for doing so.
3. Identify obstacles and problems that tend to limit the range of quality of life options available to the legal community and develop solutions to overcome those obstacles.
4. Educate lawyers about methods for improving quality of life, including pursuing physical and mental wellness, managing stress, volunteering, and improving personal financial skills and stability.
5. Provide information and support relating to quality of life to lawyers who choose non-traditional career paths.
6. Solicit and draft articles related to quality of life issues for publication on the Committee's website, in the *Bulletin*, and other legal publications.
7. Maintain relationships with OSB sections and committees, Oregon law schools, and other groups to promote the committee's goals.
8. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

STATE LAWYERS ASSISTANCE COMMITTEE (SLAC) CHARGE

General:

Protect the public from, and provide assistance to, lawyers whose professional competence is impaired, as set forth in ORS 9.568.

Specific:

1. Investigate referrals of lawyers whose professional competence may be impaired.
2. Coordinate with OAAP and other appropriate programs and professionals to establish an appropriate remedial program and provide referrals for impaired lawyers.
3. Monitor lawyers as necessary to assure compliance with remedial programs.
4. Report non-cooperating lawyers to disciplinary counsel as provided in ORS 9.568(4), OSB bylaw 24.700 and RPC 8.1.
5. Educate the public regarding the functions of SLAC and resources available to address lawyers whose professional competence is impaired.
6. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

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. Annually supplement and periodically revise the UCJI Redbook.
3. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

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. Annually supplement and periodically revise the Jury Instructions Book regarding new cases and legislation.
2. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.

UNLAWFUL PRACTICE OF LAW COMMITTEE CHARGE

General:

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.

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. Assist in drafting informal advisory opinions on what constitutes the unlawful practice of law.
3. 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.
4. Issue letters of notice or admonition to the subjects of committee investigations, as warranted by the facts and committee rules.
5. 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.
6. Solicit nominations for the annual OSB awards and any other state, local and national awards for lawyers who contribute to serving the legal needs of people in Oregon.