

Job Descriptions

Committee Chair

- Schedule and Conduct Committee Meetings for the year.
- Determine Subcommittees.
- Plan and Schedule Activities.
- Submit Agenda's to the OSB Member Services Department to be included with the meeting notice.
- February 1 – file Initial Committee Report.
- April 1 – submit Legislative Summary and full text of proposed legislation to Board of Governors Public Affairs Committee for approval and pre-session filing in even-numbered years prior to legislative session.
- Submit new member recommendations during the annual appointments process in September.
- December 1 – file Committee Annual Report with the Member Services Department.

Committee Secretary

- Conduct Committee Meetings if the Chair is unable to attend.
- Receive and track RSVPs for all Committee Meetings.
- Take minutes at each meeting.
- Send a copy of each meeting's minutes to the staff liaison and Member Services Specialist.
- Submit new member recommendations during the annual appointments process in September.

Advisory Member

- Serve as a source of information to the committee in a non-voting capacity

Staff Liaison

- Serve as a resource and information source on bar programs, services, and policies for bar committees.
- At the beginning of each year, the OSB liaison will contact the chair to schedule a meeting to discuss a plan of work that will allow the committee to effectively and efficiently discharge its responsibilities for the year. This will include reviewing the committee assignments made by the BOG for the committee.
- Attend all committee meetings. If unable to attend, OSB liaison will find a replacement.
- Actively participate in meetings offering suggestions or direction. The OSB liaison will remain in telephone contact with the chair or other appropriate members of the committee on relevant issues and agendas.
- Alert appropriate OSB employees or departments of planned activities of the committee which will affect their operations.
- The OSB liaison will facilitate communication with BOG contact and identify issues which may require board consideration or action, or interaction with other OSB committees, sections and other groups.
- Have a general knowledge of bar bylaws and policies on committees (Bar Bylaw Article 13 and Policy Chapter 13) and the committee assignment approved by the BOG. Assist the committee chair in meeting deadlines: Submit a liaison report to Member Services Specialist with a copy to the Chief Executive Officer and Director of Member Services within five (5) days of the meeting. A copy will also be provided to a particular staff person if discussion included topics relevant to other staff.
- Submit new member recommendations during the annual appointments process in September.

BOG Contact

- Serves as liaison between the BOG and the Committee acting as a resource for bar and Board of Governors

policies affecting the group and its activities.

- A BOG contact will serve as a point person for committee and section leaders throughout the year and may occasionally attend the group's meeting.