

# OSB Section Electronic Services

## Virtual Meeting Options

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Sections can select one of the following options to conduct virtual Executive Committee meetings:

1. Opt to purchase an exclusive Zoom account through the Bar, to be managed by the Section Executive Committee; the account can also be used for section events and subcommittee meetings. A section account requires a one-year commitment and the cost is \$20 per month.
2. Utilize a member's personal or firm meeting platform.
3. (Default) Request that the OSB Member Services Department schedule Section Executive Committee meetings on a shared Bar Zoom account. There is no cost to use the Bar's shared account but meetings can only be scheduled as availability permits and no more than three months in advance. Because of the high demand and limited availability, the shared Bar account is not available for section events or subcommittee meetings.

Note: Under option 1 and 2, the section executive committee is responsible for scheduling Zoom meetings and sending meeting notices and reminders to the Executive Committee. Natalie Batiste, OSB Member Services Specialist, should be included on these notices. It is the section's responsibility to keep her informed of meeting dates to ensure the OSB has adequate time to comply with the public meetings law.

## Email Accounts

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Sections wishing to create an email account on behalf of the section must alert Member Services staff and provide the username and password for the account.

## Surveys

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The OSB Communication Department uses Survey Monkey to conduct online surveys for OSB Sections. For more information contact Dustin Dopps at [ddopps@osbar.org](mailto:ddopps@osbar.org).

## Website Services

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1. **Themes**—The Bar offers a collection of WordPress themes (e.g., templates) that are both mobile responsive and ADA accessible. We've compiled a gallery of themes that meet these guidelines and are adding new ones as available.
2. **Branding**—A visual connection with the Bar is readily established by adding the section's logo to all section websites. Sections are welcome to enhance this OSB branding with photos and/or graphics that speak to the practice area and reinforce the section's mission.
3. **Plugins**—The Bar provides a robust list of plugins that serve sections' needs and can be managed by the Bar. Akismet, Formidable, and RSS Aggregator are a few of the plugins we've installed for site-wide use, and we're open to adding others to this collection. We will check to make sure all plugins are current, and will work with the gallery of themes used on the platform.
4. **Hosting charges**—There is no charge for the setup and hosting of basic sites on the OSB WordPress platform. The Bar will provide training at no cost for content maintenance.
5. **Content updates**—If you need ongoing assistance with site and content maintenance, our staff can help, and the charge is \$40 per hour. The section needs to appoint a web content editor to provide direction on site updates.
6. **Outside contracts**—If the section wants to outsource design or content editing to outside parties, contracts for

these services must be reviewed by IT and approved by Nik Chourey, OSB Deputy General Counsel, at [nchourey@osbar](mailto:nchourey@osbar), ext. 363.

7. **Site closure**—If the section does not contribute or maintain content on the site during the course of the year, the Bar reserves the right to close the site after notifying the section.

Please contact Gonzalo Gonzalez, [ggonzalez@osbar.org](mailto:ggonzalez@osbar.org) or ext. 311, for assistance or information about section websites.