

OSB Services

Bar Bylaw 15.400 indicates the Bar will charge sections a per capita fee to provide the services listed below. A section with a fund balance as of December 31 exceeding two years of section membership fees will be charged the full per capita fee and sections with a fund balance less than two years of membership fees will receive a 50% subsidy of the per capita fee. The current per capita fee is \$19.00.

Accounting and Office Services

- Section membership fee statement production and payment processing.
- Associate member billing.
- Cash receipt of revenue from all other section activities.
- Processing and payment of section bills and expense reimbursement requests.
- Invoicing for event sponsorships.
- Maintenance of all computer systems to handle financial processes and membership dues database.
- Coordination of Section Budget process.
- Section treasurer training.
- Information resource for chair and treasurer questions concerning budgeting and accounting procedures.
- Bi-annual audit of section accounting records and procedures.
- Preparation and publication of monthly financial statements.

Public Affairs Support

- Legislative advice and strategy sessions.
- Bill tracking and dissemination of legislative information to related sections.
- Coordination of section legislative proposals for BOG Public Affairs Committee consideration.

Member Support Services

- Maintenance of section membership roster.
- Executive committee and general meeting notice preparation and distribution.
- Maintenance of list serves for executive committee and sections (if requested).

Other Services

- Serve as general resource for section leaders and members.
- Respond to inquiries regarding section activities (information clearing house).
- Compile and publish annual reports which describe section activities for the year.
- Distribute Bar Leader information to section leadership.
- Meeting facilities for groups up to 140 at the Bar Center (classroom or conference room seating). Advance reservations are advised.
- Board and bar liaison personnel available as additional resource.
- Mailing and emailing services.
- Section basic web page services.

Additional Services

The following OSB services are offered to sections and are charged for based on use.

CLE Seminars

As outlined in OSB Bylaw 15.601 and 15.602, the OSB CLE Seminars department assists section with CLE program registration and co-sponsorship. For more information about services and pricing, go to https://www.osbar.org/_docs/sections/CLERegServices.pdf or contact Kes Joerg, CLE Seminars Planning Specialist, at kjoerg@osbar.org or 503-431-6326.

Layout and Design

The OSB Creative Services staff is available to help sections prepare newsletters and other communication materials, such as brochures, ads, announcements, and annual meeting notices and handbooks.

Graphic design services.....Contact Creative Services for current pricing

Newsletter design & layoutContact Creative Services for current pricing

The newsletter price relates to printed publications. This price per page includes an electronic file (pdf) for website/archive use and up to one hour of other graphic services (photo scans and clean up, ad preparation, inserts, etc.). Additional graphic service time will be charged at the normal \$40 per hour design rate.

Many sections are moving away from print to electronic-only delivery of newsletters. Costs may vary depending on the design of the e-newsletter, layout needed, the length/word count, and inclusion of links. We're happy to help you find the approach that best meets your section's needs and budget.

Call Anna Zanolli (Ext. 414) in Creative Services to discuss lead time/details on your upcoming project.

Printing and Mailing

Estimates provided on a per project basis. Please contact Anna Zanolli (Ext. 414) in Creative Services about project estimates.