Leadership Role Descriptions

Section Chair
- Schedule and Conduct the Executive Committee Meetings for the year.
- Appoint subcommittee leadership.
- Plan and schedule activities and CLE programs.
- Submit agenda’s to the OSB Member Services Department to be included with the Executive Committee meeting notice.
- February 1st – file Initial Section Report.
- April 1st – submit Legislative Summary and full text of proposed legislation to Board of Governors’s Public Affairs Committee for approval and pre-session filing in even-numbered years prior to legislative session.
- Schedule the Section’s Annual Meeting, in accordance with the OSB bylaws. See criteria here.
- December 1 – Confirm that the Treasurer has submitted next year’s budget to the OSB Accounting Department.
- December 1 – file Section Annual Report with the Member Services Department.
- Serve as an ex-officio member of the HOD and attend the annual meeting. The current HOD meeting schedule can be found at http://www.osbar.org/leadership/hod/meeting.html.

Chair-Elect
- In the absence of the Chair, the Chair-Elect shall preside at all meetings of the Section and of the Section Executive Committee.
- Prepare to succeed to the Chair position on January 1 regardless of the date of the Section Annual Business Meeting.
- The Chair-Elect shall aid the Chair in the performance of the Chair’s responsibilities, and shall perform such other duties as may be designated by the Section Executive Committee.

Secretary
- Take minutes at Section Executive Committee meetings.
- Disseminate minutes to Section Chair, Liaison, and Member Services Section Specialist.
- Track attendance replies for Executive Committee meetings.
- Assist the Chair and Chair-Elect as needed.

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

Staff Liaison
- Serve as a resource and information source on bar programs, services, and policies for bar sections.
- Attend all section meetings including the annual meeting. If unable to attend, the OSB liaison will find a replacement.
- Actively participate in meetings as needed and will remain in telephone contact with the chair or other appropriate members of the section on relevant issues and agendas.
- Alert appropriate bar employees or departments of planned activities of the section which will affect their operations.
Facilitate communication with BOG contact and identify issues which may require board consideration or action, or interaction with other OSB sections, committees and other groups.

Have a general knowledge of bar bylaws on sections (Article 15), Standard Section Bylaws and other policies related to section activities.

Assist the section chair in meeting deadlines.

Submit a liaison report to the Director of Member Services, Member Services Specialist, and Chief Executive Officer 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.

**BOG Contact**

- Serve as liaison between the BOG and the Section 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.