

# Section Independent Contractors

Sections may retain independent contractors to assist with section projects only with the approval of the OSB Chief Executive Officer (OSB Bylaw 15.5).

All independent contractor agreements must be in writing and approved by the Chief Executive Officer or her designee prior to starting work. Payment to independent contractors will not be made without a written independent contractor agreement in place.

Strict legal requirements govern whether a position qualifies as an independent contractor (rather than employee). Failure to comply with these requirements can result in significant financial consequences. The types of projects for which independent contractors may be appropriate include newsletter editing, web site design and management, and event planning. Sections may not hire employees or enter into verbal independent contractor agreements.

If a section wants to retain an independent contractor, it should contact the OSB General Counsel Office for review or drafting of the independent contractor agreement before any work begins.

Please email Nik Chourey at [nchourey@osbar.org](mailto:nchourey@osbar.org) for assistance or questions.

Thank you for your cooperation in this important area.