

## **Section Leadership Descriptions and Responsibilities**

*This document is intended to provide Executive Committee Officers with a general description of their role and responsibilities.*

### **Section Chair**

- Review and ensure compliance with OSB Bylaw Article 15 and the Standard Section Bylaws
- Schedule and preside at Section Executive Committee Meetings work with the secretary to distribute meeting reminders in accordance with Article X, Section 1 of the OSB Standard Section Bylaws
- Inform the OSB Member Services Department of all Section Executive Committee and subcommittee meetings dates for the year, in order to comply with Public Meetings Law and OSB Standard Section Bylaw Article III, Section 1
- Monitor section legislative activity and ensure compliance with Article 8 of the Standard Section Bylaws.
- File Initial Section Report by February 1
- Coordinate with the Member Services Specialist to distribute an electronic ballot for election of Executive Committee members in accordance with Standard Section Bylaw Article VI
- Submit Section Annual Report to the Member Services Department by December 1
- Serve as an ex-officio member of the House of Delegates and attend the Annual Meeting. The current HOD meeting schedule can be found at <http://www.osbar.org/leadership/hod/meeting.html>.

### **Chair-Elect**

- Review OSB Bylaw Article 15 and the Standard Section Bylaws
- Preside at all meetings of the Section in the absence of the Chair
- Prepare to succeed to the Chair position on January 1
- Other duties as assigned by the Chair and Executive Committee

### **Treasurer**

- Review OSB Bylaw Article 15 and the Standard Section Bylaws
- Monitor section spending and fund balance
- Approve check requests and reimbursements and return to the OSB Accounting Department
- Submit the proposed annual budget to the OSB Accounting Department. If the Executive Committee is requesting a change in membership dues, the proposed budget amount shall be provided to the Accounting Department no later than October 15. Otherwise, submit the proposed annual budget by December 1
- If the section requires a waiver from the BOG to maintain a fund balance that exceeds two years of membership dues, the section shall request the waiver by October 15 in accordance with OSB Bylaw 15.4(B)
- See additional position responsibilities and information in the Treasurer Tools portion of the Section Leadership Resources page here <https://www.osbar.org/sections/leadershipresources.html#tools>

### **Secretary**

- Review OSB Bylaw Article 15 and the Standard Section Bylaws
- Distribute notice of scheduled Executive Committee meetings in accordance with Article X, Section 1 of the OSB Standard Section Bylaws
- Track attendance replies for Executive Committee meetings.
- Record minutes at Section Executive Committee meetings.
- Distribute minutes to Executive Committee and Member Services Specialist no later than 30

days after the meeting

- Assist the Chair and Chair-Elect as needed

#### **Bar Liaison**

- Serve as a resource and information source on bar programs, services, and policies related to sections
- Attend section meetings and actively participate or provide guidance.
- Submit a liaison report to designated recipient group and other relevant OSB staff within five (5) days of the meeting

#### **BOG Contact**

- Serve as liaison between the Board of Governors and the Section, facilitating communication as needed
- Attend section meetings on occasion, especially at the Chair's request