

# Section Leadership Descriptions and Responsibilities

## Bar Liaison

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

### Serve as a resource of information

- Bar liaisons provide information on OSB policies and processes, and to answer OSB related questions. If there is a question raised that the bar liaison does not know the answer to, they will reach out to the corresponding department to gather information and follow up with the Executive Committee

### Attend Executive Committee Meetings

- Bar liaisons will attend Executive Committee meetings to provide guidance on activities the Executive Committee wants to do, by providing insight into OSB policies and procedures. If the normally assigned liaison is unable to attend a meeting, they will reach out to another Bar Liaison to attend in their stead.