

Leadership Descriptions and Responsibilities

Section Chair

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

Schedule and Lead Section Executive Committee Meetings

- In January, the Chair schedules Executive committee meetings for the rest of the year. Meetings may be held monthly, bi-monthly, or quarterly.
- After scheduling the year's Executive Committee meetings, Chairs provide their proposed meeting dates to the rest of the Executive Committee and the OSB Member Services Specialist.
- Agendas for each meeting are created by the Chair and are sent to the Secretary and Member Services Specialist for distribution and file retention.
- If the Chair is unable to attend a meeting, they must notify the Chair-Elect and have them preside at the Executive Committee meeting in their stead.

Submit Initial Section Report by February 1

- Initial Section Reports are useful when planning Section activities for the year and serve as a framework for future Chairpersons.
- Information to provide in the Initial Report include meeting dates/times/locations, Subcommittee chair/contact and the meeting dates/times/locations, and planned activities and CLEs for engagement with Section members.
- The Member Services Specialist will contact you in January to initiate this process and can provide you with past examples of these reports. A blank template of the Initial Report can be [found here](#).

Legislative activity

- Section Executive Committees may choose to sponsor or take a position on legislation, so long as they are in compliance with Articles 11 and 14 of the OSB Bylaws and Policies as well as Article 8 of the Standard Section Bylaws. This requires the approval of the Board of Governors.
- The Standard Section Bylaws can be [found here](#).
- The Oregon State Bar Bylaws can be [found here](#).
- The Oregon State Bar Policies can be [found here](#).

Serve as an ex-officio member on the House of Delegates

- The chairperson of each section is an ex-officio voting member of the HOD.

- Each fall, the Oregon State Bar House of Delegates meets to review, discuss, and vote on matters and resolutions presented. Such matters include, but are not limited to: fee changes, disciplinary rule changes, and other major policy issues.
- If the Chair is unable to attend the HOD meeting either in-person or virtually, they have the authority to delegate a representative to attend on their behalf; typically the Chair-Elect.
- Additional information on the House of Delegates can be [found here](#).

Submit Section Annual Report by December 1

- Similarly to the Initial Report, Chairs draft and submit Annual Reports to review the Section and Executive Committee's activities for the year, matters pending, and recommendations for the following year.
- The Member Services Specialist will contact you in November to initiate this process. A blank template for the Annual Report is available [here](#).
- Past Annual Reports can be [found here](#).

Annual Election – Submit slate by December 15

- Toward the end of the year, the Member Services Specialist will contact you and provide a list of the current Executive Committee members, their roles, and their term expirations. This will help start off the election process by showing who is automatically included in the next year's Executive Committee slate, and who will need to be re-elected.
- The Chair will facilitate the creation of a Nominating Committee to solicit the Section Membership to be taken into consideration to join the next year's Executive Committee. The Chair may serve on the Nominating Committee if they so choose.
- After the proposed Executive Committee slate has been finalized and approved by the current year's Executive Committee, the Chair will provide the slate to the Member Services Specialist.
- The Member Services Specialist will review the candidates then create and distribute an electronic ballot for Section members to use to vote, after the final review and approval of the Chair and Chair-Elect.