

## Section Annual Report Filing

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Standard Section Bylaws – Article X, Section 4

Not later than December 1, the Chair shall file with the Executive Director of the Oregon State Bar a concise report summarizing the activities of the current year and anticipated activities for the ensuing year, together with the full text of any proposed legislation.

The Annual Report is a valuable planning document for the future work of the group and is useful resource for sharing ideas between sections and committees. The committee and section reports are compiled in a web-based Annual Report available online at <https://www.osbar.org/sections/annualreports.html>.

Section Chairs should use the following template to submit Annual Reports in Word to [nbatiste@osbar.org](mailto:nbatiste@osbar.org) by December 1 of each year.

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Section Name:

Prepared by the Chairperson, (insert name)

Activities and accomplishments:

*Briefly describe the section's activities and accomplishments from the current year. Include specific details of how the section's activities further the OSB's mission to serve justice and the public interest by promoting respect for the rule of law, improving the quality of legal services, and increasing access to justice.*

Budget:

*Provide general budget information from the current year and/or upcoming year.*

Legislative matters:

*Describe any significant legislative activities or issues from the current year, and any upcoming legislative matters.*

Matters considered/Matters pending:

*Provide information on significant matters considered by the executive committee and any matters still pending.*

Recommendations for Upcoming Year:

*Sections provide members a forum for improving legal skills and knowledge, improving the law and administration of justice, exchanging ideas and information, and engaging in pro bono service and other activities to increase access to justice. With this in mind, indicate any planned activities and goals for the upcoming year that further the [OSB's mission](#).*

Any other comments:

*Include any additional important information.*