EXHIBIT 1

STAFF POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR

Basic Function

Serves as the chief executive officer, responsible for the effective conduct of the affairs of the Association. Recommends and participates with the other officers and the Board of Governors in formulation of the Association's mission, goals and objectives and related policies. Within that framework, plans, organizes, coordinates, controls and directs the staff, programs and activities of the Association.

Responsible for budget and fiscal management, the executive director also provides liaison with affiliated organizations of the Association.

Specific Responsibilities

1. Coordinates Board of Governors and Council of Delegates meetings, arrangements, agenda and related materials and reports, minutes and follow-up.

2. Works with the Board and staff to develop policy and vision for the OSBA; supervises the execution of those policies and vision plans.

3. Administers staff personnel activities, which includes recruiting, hiring and training of employees.

4. Supervises the Association staff.

5. Supervises staff compensation and fringe benefit program which includes a retirement plan.


7. Supervises the election of Association officers, Board of Governors representatives and members of the Council of Delegates.

8. Provides liaison with affiliated organizations of the Association and serves as treasurer of several such affiliates.

9. Acts as the Association's staff on-site travel program coordinator.
Internal Relationships

Responsible to the Board of Governors. Key staff executives report to the executive director. Has regular contact with other Association staff members.

External Relationships

Has regular contact with elected officers and the Board of Governors and its committees. Maintains personal contact with local bar associations and the general Association membership to the greatest degree possible. Maintains appropriate relationships with other associations, industry, government, public service organizations, and vendors to enhance the image of the Association and the attainment of its objectives.

Qualifications

Must have a four-year university degree at a minimum (ideally an MBA or JD) and at least seven years of association management experience.