



2025 APPLICATION PACKET

MISSION AND GOALS: LEADERSHIP INSTITUTE

Mission: The Leadership Institute aims to foster a bar serving the legal needs of Oregon's diverse communities and to develop bar leadership by enhancing the personal development and leadership skills of lawyers from diverse backgrounds.

The goals of this highly selective program are to:

1. Cultivate cohort members' personal development through increased self-awareness, authentic leadership, confidence building (executive presence/allyship), and resiliency.
2. Facilitate cohort members' gaining practical leadership skills.
3. Build bar and civic leaders who can navigate in diverse communities.
4. Benefit bar groups and community organizations through impactful access-to-justice-based projects.
5. Build a robust leadership alumni program.
6. Create a sustainable, well-supported program.
7. Encourage and enhance engagement with Oregon legal, business, and civic communities.

MISSION AND GOALS: OSB DIVERSITY & INCLUSION DEPARTMENT

The mission of the Oregon State Bar is to serve justice and the public interest by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice. The bar is committed to serving and valuing its diverse community, to advancing equality in the justice system, and to removing barriers to that system.

The Diversity & Inclusion Department serves the OSB's mission by striving to increase the diversity of the Oregon bench and bar to reflect the diversity of the people of Oregon, by educating attorneys about the cultural richness and diversity of the clients they serve, and by removing barriers to justice.

APPLICATION DEADLINE

Applications and supporting documentation must be completed and received by **5:00 p.m. on December 11, 2024**. Please email your application and documents to: diversity@osbar.org.

Questions regarding the Leadership Institute or application can be directed to: JB Kim, OSB Director of Diversity & Inclusion: jbkim@osbar.org



ELIGIBILITY

Applicants must have practiced law for not less than **three years and for not more than 9 years** as of January 1, 2025 based upon first admission to any state bar. Petitions may be made to adjust or waive these requirements. For example, an applicant's first bar admission date might exceed the nine-year limit due to having left the practice of law for a period of time, and this information should be included in the personal narrative portion of the application.

In an effort to achieve diversity among the participants, qualified individuals from groups underrepresented in the bar, from different backgrounds, large and small law firms, the private and public sectors, different practice areas, and different areas of the state are encouraged to apply. Each class will consist of no more than 20 participants.

ATTENDANCE REQUIREMENTS

Mandatory attendance is required for each session (February through October 2025). Participants are expected to attend the sessions in their entirety, including the final Cohort Recognition and Project Presentation. Currently, the Institute format is planned for in-person. It is anticipated that some sessions will involve a group dinner and/or overnight travel. Sessions will typically be held in Portland and Tigard. Overnight sessions are planned to take place in Tigard and Salem. One session is scheduled for Salem. Depending upon the state's in-person group meeting conditions, the format of any session may change to virtual.

As part of the program, each cohort will develop a project or projects designed to address issues related to access to justice. In addition, cohort members are expected to make a one-year commitment to community service following completion of the sessions, which may include volunteering for an OSB committee or section, or other community organization or nonprofit.

Applicants should apply **only** if they are able to attend all sessions, participate in the cohort project development, and fulfill the community service project.

TUITION

Tuition for the Leadership Institute is \$1200.00. This amount is due by January 1, 2025. Tuition includes overnight accommodations and meals at the Institute Orientation Retreat, any group meal events, and mileage reimbursement for Institute sessions that take place more than 60 miles (one-way) from a cohort member's home or office, whichever is closer. Under certain circumstances, cohort members may be eligible for reimbursement of supplemental overnight accommodations.

Tuition assistance is available based on ability to pay. Please see the last page of the application for additional information.



LEADERSHIP INSTITUTE COHORT SCHEDULE* (February – October 2025)

An in-person format is planned for all sessions and will be held at a Portland metro location, unless otherwise indicated. Remote options will be utilized when required for Covid safety, and locations are subject to confirmation.

February 2025 (Session 1: Salem, OR)

Introductory Meet and Greet//Dinner

- Thursday, February 20, BOG reception
- Friday, February 21, 9 am – 8 pm, Legislative session and Orientation
- Saturday, February 22, 9 am - 4 pm, Orientation, Continued

April 2025 (Session 2: Portland, OR and Tigard, OR)

- Friday April 18, 10 am - 4 pm, Mentoring and Conflict Resolution
- Saturday April 19, 9 am - 5 pm, Public Speaking

June 2025 (Session 3: Tigard, OR)

- Thursday, June 12, 10 am - 4 pm, Becoming a Leader
- Friday, June 13, 9 am - 5 pm, Practical Leadership Skills

August 2025 (OLIO)

- July 31 – August 3 (tentative)

September 2025 (Session 4: Tigard, OR)

- Friday, September 19, 10 am - 4 pm, Board Development
- Saturday, September 20, 9 am - 5 pm, Career Planning

October 2025 (Session 5: Portland, OR)

- Cohort group project presentation and recognition 11 am - 1 pm



APPLICATION INSTRUCTIONS

Your application must contain the following:

- (1) A completed application form signed by the applicant and, if applicable, applicant's employer.
- (2) A resume (not to exceed two pages).
- (3) *Welcome but not required*: up to two letters of recommendation, addressing any of the qualifications included in your application and/or your potential for leadership. Letters of recommendation can be sent separately from the application but must be received by the application deadline.

It is an applicant's responsibility to submit a complete application. Incomplete applications will not be evaluated.

EVALUATION CRITERIA

To ensure fairness in the process, applicant names and optional information will be redacted from application materials before submission to the selection committee. Your application materials will be evaluated in the following manner:

- Personal Narrative (clarity, persuasiveness, and alignment with the Leadership Institute and D&I Department missions) – 50%
- Community Involvement – 20%
- Contributions to the Legal Profession (e.g., participating in CLE events, writing articles, mentoring) – 20%
- Overall Application Packet – 10%



OSB Leadership Institute APPLICATION

APPLICANT INFORMATION

Applicant's Name

E-mail

Firm/Employer (or indicate if self-employed)

Mailing Address

Phone

City

Zip Code

Year First Admitted to Practice

States Admitted

Law School

Area(s) of Practice

OPTIONAL INFORMATION

* Note: this optional information is collected for statistical purposes only and will not be disclosed or considered in the evaluation process.

Age: _____

Gender identity: _____

Race/Ethnicity: _____

Sexual Orientation: _____

Disability Information: _____

Veteran Status: _____

PERSONAL NARRATIVE

Please respond to the following questions, using 250 words or fewer per question:

1. Why are you applying for the OSB Leadership Institute, and what practical leadership skills do you hope to enhance or cultivate to become a more effective leader?

(250 words)

2. How will your participation help advance the mission of the OSB D&I Department?

(250 words)

RESUME

Please attach your resume, including:

- (1) Contributions to the Oregon legal community (e.g., CLE Seminars planner or speaker; Legal Publications author or editor; OSB section/committee/board volunteer; local/specialty/affinity bar involvement; pro bono work; or mentoring).
- (2) Civic, charitable and/or community involvement.
- (3) Additional information you would like considered with your application (e.g., memberships, awards or honors, training, and education).

LETTERS OF RECOMMENDATION (OPTIONAL)

Up to two individuals (at least one should be from someone who is not your employer) may submit letters of recommendation addressing any of the qualifications included in your application and/or your potential for leadership. Letters are optional, but must be received prior to the application deadline to be considered as part of the application.

APPLICANT COMMITMENT

I have reviewed the Cohort Schedule included in the application packet and understand that cohort members are expected to attend each of the Institute's sessions, including the final Cohort Recognition and Project Presentation.

By submitting this application and typing or signing my name below, I acknowledge the following: I understand the purpose of the Oregon State Bar Leadership Institute and, if selected, I will devote the time and resources necessary to complete the program. I will attend all sessions. Unexcused absences may cause my removal from the program. If I withdraw from the Institute for any reason, no portion of my tuition will be refunded.

I further understand that **failure to attend and remain for the entirety of each session** may jeopardize any tuition assistance funding and hotel or travel reimbursements.

Applicant Name or Signature

Date

EMPLOYER/ SELF-EMPLOYED AGREEMENT

This applicant has the approval of their employer to participate in the Leadership Institute or is self-employed.

Employer's Signature and Email

Date

Applicant is Self-Employed _____ (Applicant initials)

APPLICANT TUITION ASSISTANCE

The cost to participate in the Leadership Institute is \$1200. If this creates a financial hardship, need-based tuition assistance options are available for applicants who are accepted into the Leadership Institute (Cohort III). Acceptance letters will detail these options and participants will have an opportunity to discuss with a planning committee member which option is best suited for them. Financial documentation is not required, and you should not submit any financial documents or disclose sensitive personal identification data (e.g., Social Security number, financial account numbers, etc.).

Please email your completed application and supporting document by
5 p.m., Wednesday, December 11, to: diversity@osbar.org

Questions regarding the Leadership Institute or application can be directed to:

JB Kim, OSB Director of Diversity & Inclusion: jbkim@osbar.org

Suraya Barbee, Diversity & Inclusion Coordinator: sbarbee@osbar.org

Leigh Quenton, Diversity & Inclusion Specialist: lquenton@osbar.org