

April 10, 2025

Dear Executive Committee,

I am writing to express my interest in serving the Administrative Law Section as an At-Large Member. Most of my career has been in Administrative Law, and I am excited about an opportunity to serve on the Executive Committee.

I am willing to help out and serve in any manner you find useful. I understand that there is a need for help with the newsletter, and that is something I would be interested in helping with. I do not have graphic design experience, but I have some skills that might be useful if we have a current template to work from. I could be useful with helping develop and organize content, including researching, writing, and editing for the newsletter.

I also understand that there are various other committees that do important work. I am excited to learn more about the committees and provide any assistance that I can with committee projects.

Most of my career has been in administrative law. The Section's purpose resonates with me – exchanging ideas and sharing knowledge in administrative law; improving and facilitating the administration of justice in administrative law; and providing services that may benefit section members, the legal profession, and the public.

My current role is a Senior Administrative Law Judge at the Office of Administrative Hearings (OAH). In my current role, I often help develop and present at caseload-specific CLE roundtables and other training events. I am also a member of the DEIR Committee at OAH, where I have been a co-contributor to the DEIR Committee's newsletter. I am an order template lead for the unemployment insurance caseload, which has provided me with additional experience seeking feedback, obtaining approvals, and working with IT on getting those changes into production.

I have a calm and approachable demeanor and enjoy working with others in team settings. I believe that we all can learn from one another. It would be an honor to work with others as part of the Executive Committee to further the practice of administrative law.

Thank you for considering me for a position on the Executive Committee as an At-large Member. I appreciate your time and would be happy to answer any questions if needed.

Sincerely,

Sarah Garrod