



POSITION DESCRIPTION FOR EXECUTIVE DIRECTOR OF DAYTON BAR ASSOCIATION

Approved By: BOARD OF TRUSTEES
Reports to: BOARD OF TRUSTEES

SUMMARY OF BASIC FUNCTIONS

Serves as chief staff executive, recommends and participates in the formulation and implementation of Association policies as approved by the Board of Trustees.

Plans, organizes, directs, and coordinates the Association's staff, programs, and activities to assure that its vision, mission and objectives are attained.

Maintains effective internal and external relationships

Achieves economical, productive performance, forward-looking programming, and constructive growth of the Association.

DUTIES, RESPONSIBILITIES AND AUTHORITY Within the parameters of the Association's constitution, bylaws, and policies, the Executive Director is responsible for and has the authority to accomplish the duties set forth:

1. Keeps the Board of Trustees fully informed of Association activities and attends all meetings of the Board of Trustees.
2. Plans, formulates and recommends to the Board of Trustees basic policies and programs which will further the Association's objectives.
3. Executes all decisions of the Board of Trustees and develops policies, procedures and programs to implement those decisions.
4. Recruits, hires, orients, trains and motivates Association staff personnel. Responsible for all promotions and terminations and defining staff duties and performance standards, conducting regular performance reviews and maintaining competitive salary structure.

5. Provides the necessary liaison and staff support to committees to enable them to properly perform their functions. See that committee decisions and recommendations are submitted to the Board of Trustees for approval.
6. Executes such contracts and commitments as may be authorized by established policies or by the Board of Trustees.
7. Promotes interest and active membership participation in the Association's activities and reports activities of the Board and Association through the communications media of the Association.
8. Maintains effective relationships with other organizations and sees that the position of the Association and its members is enhanced in accordance with the policies and objectives of the organization. Plans, coordinates and conducts a public relations program to enhance public acceptance of the profession. Directs staff efforts.
9. In cooperation with the executive committee and treasurer, develops, recommends and, upon approval, operates within an annual budget. Ensures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered. Executes bylaw provisions with respect to an annual review/audit.
10. Serves as executive editor of the official magazine, Bar Briefs, provides business management to the magazine, assigns staff to obtain and edit articles, and assigns staff to secure advertising.
11. Conducts research and related projects, prepares reports and publishes the results on subjects deemed of importance to the membership.
12. Develops education programs to advance the professional/technical/managerial skills of the membership and staff, operating with budget and program objectives approved by the Board of Trustees.
13. Plans, organizes and directs membership promotion and retention programs, evaluates, results and recommends policies, procedures and action to achieve membership goals. Collects dues and terminates delinquent members.
14. Works with President of the Association to develop agenda for regular and special meetings of the Board of Trustees.
15. Serves as Executive Director of the Dayton Bar Association Foundation and the Carl D. Kessler Inn of Court programs.

16. Maintains official minutes of Board of Trustees and other official meetings for the organization, provides security for all files, legal and historic documents, membership and mailing lists.
17. Is responsible for the planning, promotion and administration of all official meetings of the organization.
18. Plans and executes all communications of the general membership, including newsletters, general mailings, news releases, blast emails, website postings, Peek @ the Week, and legal directory.

RELATIONSHIPS

1. He/she is responsible to the Board of Trustees for the administration of the headquarters office and for proper interpretation and fulfillment of his/her functions, responsibilities and authority, and relationships.
2. He/she is an ex-officio member of the Board of Trustees without the right to vote.
3. He/she provides staff liaison to all committees, and provides such support as required by those committees.
4. Maintains such relationships with other associations, industry, government, public service organization, and vendors as are desirable or necessary in the best interests of the Association and in conformity with the overall objectives and policy of the organization.
5. He/she establishes such relationships as the Board of Trustees may specify or as he/she may deem advisable in the best interest of the Association but in conformity with established policy.

HOURS

The regular business hours of the Association headquarters are from 8:30 a.m. until 5:00 p.m. Monday through Friday. However, due to the nature of the Executive Director's position, duties and responsibilities, the Executive Director will be required to expend such time as is necessary in addition to and over and beyond the regular business hours.

QUALIFICATIONS

Minimum four-year college/university degree, advanced degree desirable. Must have a minimum of 3-5 years prior experience in the management of a professional association, possess strong communication skills, and have a working knowledge of association budgeting and financing.