

## NASSAU COUNTY BAR ASSOCIATION

Executive Director

### Application Process

TO APPLY: To apply for the Executive Director position at the NCBA, please submit the following items *via email only* in Word (.doc or .docx) or PDF format:

- Resume
- Three references with contact information
- A written statement, not to exceed two pages, describing how your personal strengths and past experience would benefit the NCBA.

Application materials should be submitted to [search@nassaubar.org](mailto:search@nassaubar.org). A full job description and evaluation criteria appears below. For more information about the NCBA, visit our Web site at [www.nassaubar.org](http://www.nassaubar.org). Questions may be directed to the Executive Director Search Committee at [search@nassaubar.org](mailto:search@nassaubar.org).

### Job Description

**POSITION SUMMARY:** The Executive Director is the chief operating officer and managing executive of the Nassau County Bar Association (“NCBA”), serving as a full-time compensated employee of the NCBA under the supervision and direction of the President, the Executive Committee and the Board of Directors.

**EDUCATION, CREDENTIAL AND TRAINING:** The Executive Director should have a graduate-level degree and five or more years of progressively responsible executive supervisory and management experience. Five or more years of progressively responsible work experience with a non-profit or professional services organization and affinity with the legal profession is preferred.

**ADDITIONAL SPECIALIZED KNOWLEDGE/SKILLS:** Must have excellent communication and management skills, both written and verbal, and capable of working effectively with people at all levels. Computer skills with a working knowledge of Microsoft Word, Excel, and Outlook are required, together with the ability to supervise staff use of technology. Writing skills are necessary to compose standard correspondence and memoranda, and to edit for contextual, grammatical, typographical and spelling errors. The ability to travel locally and, infrequently, nationally, via private or public conveyance to represent the NCBA is required. The position regularly requires irregular hours and often requires more than 40 hours per week to perform its essential duties.

**ORGANIZATIONAL RELATIONSHIP:** Supervises all staff of the NCBA.

DIRECTLY REPORTS TO: Executive Committee.

I. JOB DUTIES AND RESPONSIBILITIES TO THE NCBA:

- A. Manage day-to-day operations of the NCBA, including the following:
1. Develop and maintain an appropriate budget; oversee the authorized and proper expenditure of funds; supervise the maintenance of financial records; and assure that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered, in accordance with policies set by the Board of Directors, etc.
  2. At the direction of the Board of Directors, ensure annual filings mandated by the federal, state (including the State Liquor Authority), and local governments and taxing authorities, and coordinate annual audit with outside CPA firm.
  3. Recruit, hire, promote, compensate and discharge staff and administer an effective personnel program that includes position descriptions, performance standards, performance appraisals, discrimination and harassment training and protections, and compensation review.
  4. Maintain membership records of Association and supervise annual dues billing.
  5. Preserve the records and archives of the NCBA, in accordance with board established policy.
  6. Coordinate and direct staff in planning and implementation of committee and membership meetings and other special events of the NCBA.
  7. Serve as the Executive Director of the Nassau Academy of Law (“NAL”) and supervise and coordinate with NAL on its CLE programs.
  8. Oversee the communications plan of the NCBA and its affiliate organizations including public relations, publications and electronic and social media.
  9. Oversee member services through supervision of staff and volunteers; implement needs-assessment measures when necessary; and maintain open communication with the members.
  10. Serve as liaison to the Judiciary Committee and oversee the coordination the judicial screening process for judicial applicants.
  11. Liaise as necessary with the Administrator and staff of the Nassau County

Assigned Counsel Defender Plan, together with the funding source for the Plan, the County of Nassau, through its representative, the Nassau County Attorney.

12. Represent the NCBA in its interaction with the caterer and supervise the contract for catering events for NCBA and outside events permitted in accordance with the catering contract and the policies of NCBA.
13. Oversee the management of the building and grounds known as Domus, the home of the NCBA, and, subject to the approval of the Board and/or the Executive Committee as appropriate, recommend capital improvements and repairs, secure estimates for same in accordance with NCBA practices, procedures and policies, and supervise any project involving the facility.
14. Oversee grant procurement process for programs sponsored by NCBA, to include writing and submitting applications, periodic financial reporting, and evaluation of programs.
15. Perform any other duties as required for the administration of the Association.
16. Conduct and oversee the correspondence of the association.

B. Support the NCBA Board of Directors and NCBA Executive Committee, including the following:

1. Arrange and attend meetings, and prepare and distribute materials for review according to the agenda.
2. Prepare and submit non-routine policies and programs, including financial and budgeting components, for Board approval.
3. Implement policies, positions, resolutions and programs approved by the Board and Executive Committee.
4. Assure that the Board and Executive Committee are kept fully informed of the conditions and operations of the NCBA and of all important factors influencing them.
5. Provide consultation, support and assistance to the NCBA President in the fulfillment of his/her duties, such as appointing committee chairpersons, preparing agendas, representing the NCBA at official meetings, providing information to the membership or others as needed, and in any other way that facilitates effective leadership during the term of office.

- C. Serve as the fully indemnified Alcohol Beverage Control (ABC) Officer for the NCBA.
- D. When delegated to do so by the president or the Board of Directors, serve as official representative of the NCBA, with the press, the public, related organizations, and governmental agencies and officials.
- E. Provide management consultation, information, and staff as necessary and supervision for the effective administration of the association.
- F. In accordance with policy and subject to the approval of the Executive Committee, Board of Directors or established policies, identify and contract with consultants and contractors as needed for assistance, such as accountants, legal counsel, insurance brokers (to, among other things, identify the required and necessary coverage needed for the operation of the NCBA), caterer, website managers, event Journal and Nassau Lawyer publishers, telemarketing agencies, commercial artists, investment counselors, management consultants, and publication firms.

## II. RESPONSIBILITIES AND DUTIES TO the NASSAU BAR FOUNDATION:

- A. Manage day-to-day operations of the Nassau Bar Foundation (“Foundation”), including the following:
  - 1. Develop and maintain an appropriate budget; oversee the authorized and proper expenditure of funds; maintain financial records; account for time spent by NCBA staff on Foundation projects and duties; and assure that all funds, physical assets, and other property of the Foundation are appropriately safeguarded and administered.
  - 2. Ensure annual filings mandated by the state, federal, state and local taxing authorities and coordinate annual audit with outside CPA firm.
  - 3. Direct the public relations, promotion and marketing programs to ensure a consistent professional image for the Foundation.
  - 4. Oversee the total publication and printing efforts and internet presence to maintain consistency in presentation and to ensure cost-efficiency in production.
  - 5. Provide staff support for the effective operation of the Foundation, including grant administration, fundraising and volunteer initiatives.
  - 6. In accordance with Board established policies and subject to the approval of the Foundation Board, identify and use outside consultants and contractors as needed for assistance, such as accountants, legal counsel,

insurance brokers (to, among other things, identify the required and necessary coverage needed for the operation of the Foundation), caterer, website managers, Nassau Lawyer publisher, telemarketing agencies, commercial artists, investment counselors, management consultants, and publication firms.

7. Oversee grants awarded to the Foundation's Access to Justice and Lawyer Assistance Programs.
  8. Perform any other duties as required for the administration of the Foundation.
- B. Support the Foundation, its Board of Directors, the Funds and We Care Advisory Board, including the following:
1. Arrange meetings, prepare and distribute materials for review according to agenda.
  2. Prepare and submit non-routine policies and programs, including financial and budgeting components, for approval of the Foundation Board of Directors and/or We Care Advisory Board.
  3. Implement policies, programs and grants approved by the Foundation Board of Directors and/or the We Care Advisory Board.
  4. Assure that the Foundation Board is kept fully informed of the conditions and operations of the Funds and of all important factors influencing them.
  5. Provide consultation and assistance to the Foundation President in the fulfillment of his/her duties, such as appointing committee chairmen, preparing agendas, representing the Foundation at official meetings, providing information to the membership or others as needed, and in any other way that facilitates effective leadership.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.