

Vermont Bar Association *Executive Director*

The VBA Executive Director is the chief administrative officer responsible for leading, managing and executing the affairs of the Association and implementing the policies of the Board of Bar Managers to the overall benefit of the Association and its membership.

Nature and Scope of Position:

- This is a policy leadership and administration position to manage the affairs of the Vermont Bar Association under the direction of the President and Board of Managers.
- The Executive Director provides leadership and leadership support on issues affecting lawyers and their ability to provide legal services to their clients and to society as a whole.
- The Executive Director serves as a spokesperson on policy issues.
- The Executive Director has the duty to receive, dispense, and account for all funds of the Association.
- The Executive Director is responsible for personnel hiring, supervision and evaluation, and for the administration of personnel policies adopted by the Board of Managers. The Executive Director is responsible for annually setting staff salaries with approval by the Board.
- The Executive Director is responsible for preparing periodic reports of activities for the Board and an annual report of the previous year's activities for presentation to the Board and the membership.

Major Duties and Responsibilities:

- Prepares and carries out short and long range planning of the Association with the approval of the Board of Managers.
- Develops new program initiatives, identifies resources to accomplish all VBA programs, and recommends actions to the Board of Managers.
- Staffs the Board of Managers and carries out its policy and program decisions.
- Testifies before legislative committees and the legislature, the executive branch and the Vermont congressional delegation.
- Serves as a policy advocate on various committees as a representative of the Association, such as the Public Access to Court Records Committee.
- Hires, evaluates and directs the staff of the Association subject to and in accordance with the personnel and financial policies adopted by the Board of Managers.
- Provides on-going assistance to the membership, to County Bar Associations, and to VBA Divisions, Sections and Committees.
- Serves as a representative of the Association in the activities of the American Bar Association, the New England Bar Association and similar organizations. Advises and updates the Board on issues and initiatives of the same.
- Assists the President and other Officers in the operation of the Association.
- Carries out the policies set by the Board of Directors.
- Oversees and is responsible for the financial books of the Association.
- Oversees the standing and other VBA committees and the substantive law sections and divisions of the Association.
- Prepares, with the help of the President, an agenda for the monthly Board meeting, sees that each member of the Board is adequately supplied with preparatory material for the meetings, attends the meetings, and implements any and all programs and projects set by the Board. In addition, supplies each member of the Board with a Board binder, a schedule of Board meetings for the upcoming year, and any

other pertinent informative material on an annual basis.

- Maintains membership rolls, keeping current all names and contact information of the members.
- Maintains liaison with other law-related organizations, such as the county bars, the bench, the press, other civic and political organizations and the general public.
- Organizes and maintains an on-going media relations program, including preparation of news releases on a regular basis, and organizes news conferences for the President or others when necessary.
- Pursues education in association management through opportunities offered by the ABA Division for Bar Services, the National Association of Bar Executives, and the Vermont Society of Association Executives in order to keep the officers and committee chairs current on new trends in association management, bar association leadership, and programs and projects underway in bar associations of similar size.
- Works with the judicial branch on matters of concern to the bench and bar by consulting with the Court Administrator and the Chief Justice.
- Monitors all Sections on VBA Connect for ideas for programming and/or potential legislation that the VBA may wish to propose.
- Serves as a member of the Access to Justice Coalition and liaisons with other member organizations such as the Vermont Bar Foundation, Vermont Legal Aid, the Vermont Law School and the Vermont Supreme Court.
- Works closely with the Vermont Law School in implementing programs recruiting and supporting new lawyers in Vermont.
- Serves on the Vermont Labor Relations Board Review Panel.
- Works with the Poverty Law Fellowship Campaign chairs to assist them in carrying out their work. Also, serves as a member of the selection committee for the Fellow.
- Develops civic education initiatives of the VBA and engages in those run by other organizations.
- Keeps VBA members informed of legislative activity through VBA Connect communications during the legislative sessions and prepares a Legislative Overview at the end of each session.
- Works closely with our Association and State Delegates to the ABA and with our members of the Uniform Law Commission.
- Staffs the NEBA Board during Vermont's year as President and hosts, plans and carries out the NEBA Annual Meeting when in Vermont.
- Assists the Young Lawyers Division, as needed, in planning the Mid-Winter Thaw in Montreal.
- Works with the VBA's Legal Access Coordinator to increase Vermonters' access to justice.