

POSITION DESCRIPTION

TITLE: Executive Director

REPORTS TO: President, Executive Committee, and Board of Governors

GENERAL DESCRIPTION:

The Executive Director, pursuant to Wisconsin Supreme Court Rules, shall devote full time to the affairs of the State Bar of Wisconsin and subject to the general control of the officers, executive committee and Board of Governors as appropriate and consistent with the requirements of the SCRs and the bylaws, shall attend meetings of the Executive Committee and Board of Governors and disseminate minutes of the meetings; collect, deposit, and disburse the association's funds pursuant to the budget and shall invest surplus funds at the direction of the Executive Committee; maintain membership lists and individual member files; advise and assist the officers, governors, sections and committees; make arrangements for association meetings; and perform other duties as directed by the Board of Governors or officers or as prescribed by SCR Chapter 10 or the bylaws.

1. The Executive Director is the chief executive officer of the bar staff and recommends and participates with elected leadership of the State Bar in formulating policies and programs and in defining the mission of the organization consistent with the purposes for which it was established. The Executive Director is responsible for implementing policies and programs approved by the President, Executive Committee, Board of Governors, sections and divisions of the State Bar.
2. The Executive Director is responsible for the management of human and capital resources including the development of staff leadership, diversity, training and building capacity within the organization to meet member needs, consistent with the policies of the State Bar.
3. The Executive Director is responsible for managing all financial, recordkeeping, personnel, and property aspects of the State Bar under the direction of the President, Executive Committee, and Board of Governors and ensuring that operations of the Association are carried out in accordance with applicable laws and regulations.
4. The Executive Director is responsible for implementing processes and procedures that enhance member communications to ensure the State Bar meets members' needs through the development and delivery of valued products and services.
5. The Executive Director is one of the principal official spokespersons for the State Bar. The president and executive director are ultimately responsible for coordinating communications on behalf of the Bar with the courts, the public, the media, and members through member and community relations and outreach.

6. The Executive Director is expected to appropriately delegate tasks to subordinates, but ultimately bears sole responsibility for the specific duties outlined below as well as the overall operations of the State Bar.

SPECIFIC DUTIES:

Policy and Program Implementation

1. Work with the elected leadership to implement and maintain the State Bar's mission and vision.
2. Provide leadership in recommending policies and programs consistent with the mission and vision of the State Bar as approved by the Board of Governors and implement those policies and programs.
3. Monitor state, national and international trends and developments that may affect the legal profession and the practice of law, and ensure that they are communicated to the elected leadership and staff.

Human Resources Management

1. Ensure State Bar employment practices are consistent with the state and federal employment laws. Encourage the development of a diverse workforce. Approve hiring, promotion and termination decisions, consulting with the President and Executive Committee before terminating any Director. Develop and implement policies and procedures to encourage teamwork and employee engagement.
2. Directly manage the Associate Executive Director. Provide direction, mentoring and ongoing supervision.
3. With the Associate Executive Director, monitor and annually evaluate all Directors' performance. Establish goals and priorities for staff that are consistent with mission and vision of the State Bar. Review, as necessary, performance evaluations of other staff. Recommend and/or approve salary adjustment for all staff within budgetary guidelines.
4. Serve as an advocate for staff with the elected leadership and members. Periodically review structure and organization of the State Bar staff and revise as necessary to ensure efficient and orderly operations, including but not limited to, providing for supervision of all State Bar staff and activities and arranging appropriate staffing for all State Bar committees, sections, divisions, and special undertakings.
5. Ensure that the State Bar Center offers a safe, healthy and welcoming environment for staff and visitors.

Financial Management

1. Assist the Finance Committee in the preparation and maintenance of the annual budget and long-range financial plan for the operation of the State Bar.
2. Report to the Finance Committee all areas of operation in which anticipated changes are likely to have a significant fiscal impact.
3. Administer State Bar operations in accordance with the annual budget.
4. Maintain current and accurate financial records. Develop and monitor internal checks and balances to ensure accuracy and accountability in financial records.
5. Execute contracts and financial commitments.

Member Services

1. Advise, assist, and act as staff liaison to Officers, Executive Committee, Board of Governors, and Finance Committee.
2. Periodically review and provide objective information about State Bar operations, policies, services, and procedures to the elected leadership and all other members of the State Bar.
3. Ensure maintenance of accurate, complete, and current records relating to the State Bar members.
4. Ensure that the State Bar is technologically equipped to fully serve and communicate with members, the public, and other customers.

Member/Community Relations and Outreach

1. Maintain personal contact with the general membership and appropriate relationships with local and specialty bar associations to the greatest degree possible. Promote interest and active participation in State Bar activities by members and other appropriate groups.
2. Attend and act as State Bar representative at State Bar related membership functions.
3. Develop and maintain communications between the State Bar and the courts, the legislature, governmental agencies, industry, public service organizations, and other professional organizations, the media, the public, and vendors.
4. Monitor public concerns in which the State Bar has an interest, and assist the President in responding to such concerns.

KNOWLEDGE, SKILLS, EXPERIENCE, ABILITY:

1. Demonstrated ability to manage a diverse and complex organization.
2. Demonstrated ability to use visionary skills for planning and leadership that inspire creativity and effect positive change.
3. Ability to implement directives from the President, Executive Committee, and Board of Governors, and to develop necessary procedures to implement policies and programs.
4. Demonstrated history of effective relationship management and interpersonal skills in a complex organizational structures.
5. Excellent leadership, communication, organization and management skills.
6. Familiarity with issues and concerns affecting practicing lawyers and the legal profession in general.
7. Business or association management experience of at least five years. Education in administration, finance, and management helpful but not required. Law degree helpful but not required. Four year baccalaureate degree from a recognized college or university required at a minimum.
8. Excellent verbal and written communication skills.
9. Ability to travel in-state, nationally and internationally (40%)

DATE OF LAST REVISION: 6/2015