

BEVERLY HILLS BAR ASSOCIATION
JOB DESCRIPTION

Job Title: Chief Executive Officer
Reports To: BHBA Board of Governors, PRS Board of Directors, BHB Foundation
Board of Directors
Supervises: Assistant Executive Director, Controller, Director of Programs & Events,
Office Manager, Director of Membership Services, Director of
Communication & Marketing, PRS Supervisor, LRIS Supervisor, Fee
Arbitration Supervisor, Approved Mediator Panel Supervisor
Classification: Exempt

JOB SUMMARY

Serves as Chief Executive Officer of BHBA, PRS and BHBF. Responsible for the administration of the Association office and staff, policy development and implementation, board development and support, financial management, marketing, program oversight, general member support and services including publication of the BHBA Bar Brief, oversight and administration of the PRS program, and support for and adherence to the Association By Laws, mission and policies as determined from time to time by the BHBA Board of Governors. Fund Raising (e.g. Capital Campaign.), Arbitration Service: oversight and provides direction, LRIS oversight and direction.

MAJOR AREAS OF RESPONSIBILITY

Administration of Association Office and Staff: Determines office policies and procedures. Oversees the maintenance of all physical facilities, furnishings and equipment. Provides supervision to senior and mid-level management. Directs all financial and human resources functions, including hiring, evaluation, salary administration, benefit administration, staff development discipline and discharge of all employees.

Financial Management and Budget Control: Oversees and directs all accounting financial functions of BHBA in connection with Controller and BHBA Budget Committee. Establishes and adheres to financial controls and guidelines. With the assistance of the Controller, develops the annual budget. Provides financial reports and forecasts expected results. Participates in and supervises all long range financial planning.

Board Development and Support for BHBA and BHBF: Provides input and recommendations to the Board of Governors on all policy and program development. Oversees implementation of Board approved policies and programs, including facilitation of the strategic planning process. Serves as staff liaison to the Boards of BHBA, PRS and BHB Foundation. Subject to the approval of the respective Presidents, prepares agenda for all BHBA Executive Committee and Board of Governors meetings, PRS Board of Director meetings, and BHBF Board of Directors meetings. Administers and oversees nominating process and is liaison to Nominating Committee of the Association.

Policy Development and Implementation: Provides input and recommendations to Board of Governors on all policy and program development. Oversees Board approved policies and programs. Works with Board, committees and sections to develop and operate the Association. Serves as staff liaison to all Boards and provides policy and program guidance to all BHBA sections, committees and task forces.

Meetings and Sections: Supervises Director of Programs and Events. Oversees all continuing education programs of the Association. Oversees and supports operations and development of section executive committee.

Programs Oversight: Oversees all Association programs, including MCLE; works a liaison with all related outside agencies, including Public Counsel and other Los Angeles County Bar Associations; oversees activities of legislative lobbyist and legislative program. Acts as spokesperson, with President, and Ambassador for BHBA.

Personnel Placement Services: Oversees management of daily PRS operations.

General Member Support, Service and Marketing: Oversees all aspects of comprehensive membership program, including development and implementation of member benefits programs and sponsorship programs. Works with marketing consultants on development of member recruitment and retention programs. Directs and monitors all marketing activities on behalf of BHBA, and oversees operation of all member benefit programs of the Association.

Public Relations: Oversees staff and public relations consultant in developing appropriate contacts with the members, media and community. Oversees the preparation of all press releases and communications to the public in response to inquiries from the media or refers to appropriate individuals.

Fund Raising: Oversees fundraising and development activities for the Association and Foundation.

Arbitration and Lawyer Information Services: Provides oversight and direction for Arbitration and Lawyer Information Services.

OTHER DUTIES

1. All other duties and special projects as delegated by the Board of Directors.