



**Chief Executive Officer Position Available
Santa Clara County Bar Association
San Jose, California**

ABOUT THE SANTA CLARA COUNTY BAR ASSOCIATION

Founded in 1917, the Santa Clara County Bar Association (SCCBA) is a non-profit, non-regulatory professional organization working to provide training and support to member attorneys, to improve and streamline the local administration of justice, and to serve the public by fostering improved public understanding of and access to the legal system. The SCCBA is comprised of attorneys in Santa Clara County, California, and surrounding areas. Santa Clara County, itself, has an attorney population of over 6,000 attorneys. The SCCBA provides services, programs and professional activities to its members and non-member attorneys alike. The Association also provides a number of services to the public to assist individuals in accessing qualified attorneys for representation and to assist in the resolution of fee disputes between clients and attorneys.

The core values of the Association are promoting the civility and professionalism of attorneys practicing in Santa Clara County in conjunction with the judicial officers sitting in the County; promoting diversity in the profession; maintaining a strong bond and working relationship with the judicial officers; assisting the Governor in the appointment of excellent judges to the Superior Court of Santa Clara County; ensuring the competence of attorneys practicing in Santa Clara County; and promoting collegiality among Association members.

The SCCBA meets these core values through a variety of programs, events and activities which include maintaining a Code of Professionalism and promoting its use; providing over 100 continuing legal education programs each year; administering a Bay Area Minority Summer Clerkship Program; supporting 21 substantive law sections and committees addressing various issues in the profession and the Association; administering a Judiciary Committee to evaluate candidates being considered by the Governor for appointment by the bench; maintaining a Fair Judicial Election Practices Commission to oversee contested election of judges; periodically sponsoring a Barristers Leadership Program; administering the oldest and largest Lawyer Referral Service in the county; and administering a Fee Arbitration Program.

The SCCBA is governed by a Board of 17 trustees consisting of four officers, six elected members at-large, three appointed representatives from the county's four minority bar

associations and three representatives from the Association's Women Lawyers' Section, Diversity Committee and Barristers' Committee. Each year, the President appoints an Executive Committee of seven members with oversight responsibilities for the administration of the Association, including the hiring and firing of the Chief Executive Officer with ratification by the Board.

RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

The SCCBA is looking for a dynamic, creative, experienced chief executive to lead the Association with innovation into the new decade, while continuing to build the Association's reputation as one of the premier bar associations in California and nationally. The CEO will be charged the following responsibilities, which will require highly professional, dedicated, energetic and creative approaches.

Responsible for Guiding and Providing Input Regarding the SCCBA's Strategic Direction

- Proposes processes to engage the leadership and Board of Trustees of the Association in developing and implementing strategic plans
- Provides strategic vision for both the short term and long-term health of the Association
- Ensures that programs, activities and events of the Association are consistent with the strategic plan

Establishes and Maintains Good Working Relationship with Officers, Board of Trustees, Committee and Section Leaders

- Maintains a sound working relationship with the Board of Trustees, Executive Committee, Finance Committee and other sections and committees
- Provides clear information in a format that allows for the governing bodies to engage in discussions relating to issues, policies and programs of the Association
- Develops and maintains orientation and training programs for elected and appointed Board Members, Officers, committee and section members
- Develops agendas for Board, Executive and Finance Committee for approval by the appropriate leadership
- Serves as a resource to Officers, Trustees and other leaders in the Association to assist them in carrying out their functions
- Assists Officers in the discharge of their duties
- Maintains an excellent relationship with the President, assisting them in all their duties during their term
- Assists the President-Elect in all aspects of the planning and preparation for their year as President

Responsible for Addressing Programming Needs and Maintaining Association Membership

- Identifies major issues and needs and makes recommendations accordingly
- Implements programs by timely involving appropriate staff and members in planning and implementation
- Makes policy recommendations as necessary to appropriate Association governance bodies and reviews current policies
- Manages multiple projects simultaneously
- Reviews existing membership services and makes recommendations for modification and/or elimination
- Ensures development and implementation of periodic new membership solicitation plans
- Assists, on a yearly basis, the Board of Trustees in soliciting new membership and increasing of new dues income

Responsible for Developing and Implementing Technology Infrastructure and Communications

- Recommends and implements new technology for membership benefit enhancement
- Recommends and implements new and upgraded technology for Association infrastructure, including a robust association management platform with e-communication abilities
- Implements and maintains technology for offering on demand continuing legal education
- Oversees the maintenance and development of web-based content for Association website and Legal Flash
- Recommends and assists in setting strategic goals for integration of web-based membership benefits and organization infrastructure

Responsible for Human Resource Management and Structure of Organization

- Determines staff positions, salaries, benefits and hires to retain qualified staff
- Responsible for the hiring and firing of Association staff
- Communicates the status of staffing, personnel issues, hiring and firings to the President and Executive Committee and obtains input as needed
- Creates and maintains job description and performance standards for each position
- Assigns work based on Association's priorities
- Delegates responsibilities and authority and coordinates staff work
- Develops and maintains an infrastructure to support the work of staff
- Creates and manages work flow and ensures the efficiency of staff
- Exhibits consideration and helpfulness to co-workers/subordinates
- Trains and motivates staff through appropriate staff trainings and workshops

Responsible for Association's Financial Management

- Ensures fiscal integrity through the careful planning and management of income and expenses, and provides a budget report format designed for full disclosure and accountability
- Prepares and recommends the Association's annual budget
- Manages cash flow of the Association
- Monitors financial status and obligations and provides a monthly income/expense report to the Finance Committee and Board as well as supplemental reports for comparative purposes
- Ensures that appropriate accounting methods, policies and procedures are in place
- Seeks and uses opportunities to find alternative income sources in addition to dues income
- Assists the Finance Committee and Board in developing new dues and non-dues income
- Ensures that pricing of Association continuing legal education, events, programs and activities is set at levels to ensure their viability and overall viability of the Association

Maintains Positive Public Relations Image and Professionally Represents the SCCBA

- Handles media contacts and routes media inquiries to President
- Ensures that President is prepared to address media inquiries
- Drafts press releases and public statements for the President's approval

QUALIFICATIONS OF THE CHIEF EXECUTIVE OFFICER

The ideal candidate will possess *at minimum* the following education, experience and characteristics, including a dynamic, creative, high energy personality, able to establish relationships with the various stakeholders and constituencies of the Association. In addition, the candidate will understand and be committed to the professional ideals of lawyers and have an understanding of the role of the judicial branch and lawyers in our modern democracy.

Education: Bachelor's degree required; Master's degree in business or organizational behavior or J.D. preferred

Management: Five years in an executive or senior management level position in an association, non-profit, public entity or comparable organization; bar association or legal organization experience preferred; prior chief executive, executive director or chief operational officer experience is highly recommended

Human Resources: Five years directly supervising at least five employees, including hiring, firing and establishing performance measures and evaluating performance; implementation of effective personnel policies and management practices; ability to effectively communicate with

staff and motivate employees; possess an ability to articulate an effective management philosophy

Financial: Five years overseeing an operational budget of \$800,000 to \$1,000,000; experience developing budgets; cost-center development and analysis; understanding of and ability to analyze balance sheets, monthly income and expense statements; statistical reports and audited financial reports and statements; ability to communicate financial information and organizational financial status to non-financial association members, officers and Board and experience creating cash flow forecasts and responsible for cash flow management of an organization

Officer, Board and Membership Relations: Three years reporting to and supporting a volunteer board and member relationships; ability to interact with and build effective working relationships with a variety of personalities and regularly changing volunteer officers, Board members and member volunteers

Stakeholder/Constituent Relations: Three years developing and maintaining relationships with outside stakeholders such as judges (or comparable individuals), legal service organizations, community groups and other similarly situated individuals

Technology: Three to five years supervising or closely working with information technology staff and having a thorough working understanding of available and advancing electronic communications, web based applications, web-site development and maintenance, including content development and management; ability to maintain working knowledge of information technology advancements as they apply to small businesses and non-profit organizations and the legal profession; working knowledge of technology based infrastructure options for staffing and Association programs including association database management, association management platforms and in cloud solutions; experience implementing/upgrading at least one association management platform and website, highly desirable

Legal: Three to five years legal experience preferred; in lieu of direct legal experience, experience in non-profit legal issues, non-profit board management issues, working knowledge of basic employment law and management and non-profit liability management issues

Communication: Three years in personally staffing a policy board, oversight committees, working committees or similar type groups; ability to clearly articulate ideas, goals, and information both orally and in writing

APPLICATION PROCESS

All interested, qualified candidates should submit a resume that includes the month and year of educational activities, prior work experience and prior employment. Please include a cover letter explaining your interest in the position and how your experience and personal characteristics qualify you for the position. Also, highlight any experience, employment or

education that may uniquely qualify you for this position. Finally, include four references, which the SCCBA may or may not contact during the initial screening of resumes. Please include names, employment, titles and contact information both phone and email and your relationship to the reference.

The SCCBA's Executive Committee is responsible for hiring the Chief Executive Officer. A Search Committee has been appointed to screen and interview a select number of candidates best suited for the position.

Deadline for the submission of a cover letter, resume and references is April 12, 2019. Submissions must be made electronically to CEOSearch@sccbba.com. Please no phone calls.

The new Chief Executive Officer is expected to start no later than August 16, 2019.

The SCCBA is an equal opportunity employer and encourages applicants of all genders, race, ethnicity and sexual orientation to apply.