Organization:

The Alameda County Bar Association (ACBA) is a 1,500 member voluntary bar association with an annual administrative budget of $1.6 million. The ACBA manages public service programs including: a criminal court appointed attorney program, a State-Bar certified lawyer referral service, and the Volunteer Legal Services Corporation, a separately incorporated 501(c)(3) corporation, providing free civil legal services to low-income people of Alameda County using the pro bono services of volunteer attorneys. The ACBA maintains twelve practice sections and nine committees, is an approved MCLE provider, and hosts a number of special events each year to foster relations among the bar, the bench, and the community. A quarterly publication, The Bulletin, a monthly e-newsletter, a weekly MCLE digest, regular email blasts members, a website and social media including LinkedIn, Facebook and Twitter, all serve as communication links with the ACBA membership. There are currently fourteen staff positions.

Position:

Chief Executive Officer

Accountable to:

ACBA Board of Directors

Primary Objectives of Position:

To advise and assist the Board of Directors in the development of Association policies and programs, being responsible for their ultimate implementation and administration. The Chief Executive Officer (CEO) is responsible to the Board of Directors for the effective operation of the Association and is responsible for the overall management of daily Association activities. Further, the CEO provides personal leadership to staff personnel and the operations of the ACBA to assure the use of sound business principles, effective fiscal management, and full statutory and contractual compliance by the various ACBA operating programs.

5.
Attachment A
Key Responsibilities:

1. Report to the Board of Directors, at regular meetings and through interim communications with officers, progress, plans, and concerns related to policies and programs of the Association and on other important matters related to the legal profession to enable the Directors to effectively carry out their responsibilities;

2. Develop and make recommendations to the Board of Directors on any policies and other matters requiring their consideration and approval, provide supporting information necessary to enable the Board to properly evaluate such recommendations;

3. Evaluate on a continuing basis the association’s policies, programs, and activities to ensure proper execution of responsibilities, and provide for short and long range planning for optimum utilization of resources for growth and improved services to the membership and public service aspects of the Association;

4. Assist the Board of Directors in strategic planning efforts and oversee the implementation of strategic planning recommendations;

5. Oversee the development and preparation of annual operating budgets, presenting proposed budgets to the Board of Directors for consideration and approval;

6. Maintain an effective system of financial accounting for receipts and disbursements, exercise prudent judgment in investment of funds within Board guidelines, and present an unqualified financial audit to the Board of Directors bi-annually;

7. Supervise and coordinate the overall administration and function of all policies, programs, and services of the ACBA so as to ensure a high level of service to the membership;

8. Recruit, train, and supervise staff personnel, maintaining a sound and equitable program for evaluation and compensation of personnel which will attract and retain qualified employees, and provide adequate legal safeguards in the event of discipline or termination;

9. Negotiate contracts and assure compliance with ACBA funding sources, including the County of Alameda, the Superior Court of California, the Administrative Office of the Courts, and the State Bar of California, maintaining high standards of productivity, accountability, and quality assurance for the legal services departments subject to such contracts;

10. Monitor Association activities to identify and advise officers and Board on issues affecting governance of the Association and identify need for advice of counsel when appropriate;

11. Serve as CEO to VLSC and engage in fundraising and other activities that promote pro bono legal services; serve ex officio on the VLSC Board of Directors and assure that adequate communication is taking place between VLSC and the ACBA;

12. Serve as liaison to the Alameda County courts, keeping the bench informed as to the policies, programs, and services of the ACBA and fostering an atmosphere of mutual respect and cooperation;
13. Serve as the primary staff contact and resource person for Board committees and task forces, as the President or Board of Directors may request;

14. Maintain effective communication of ACBA policies, programs, and services to its membership through various electronic communications (e.g., monthly e-newsletter, weekly MCLE digest, regular email blasts), the ACBA website and social media (LinkedIn, Facebook and Twitter).

15. Participate in professional activities at the local, state and/or national level that reflect positively on the Association.

16. Establish and maintain effective working relationship with local, identity and specialty bar associations, legal services providers, and other law-related entities serving Alameda County;

17. Perform other duties and assume other responsibilities as may be assigned by the ACBA Board of Directors from time to time.