



EXECUTIVE DIRECTOR POSITION PROFILE

The Organization:

The Palm Beach County Bar Association (PBCBA), founded in 1922, is a voluntary membership organization with over 2,500 attorneys and judicial members. The Executive Director is the key management leader of the Association with a \$1.1 million annual budget and a dedicated staff of 8. It is a 501(c)(6) non-profit organization located in West Palm Beach, FL. It is governed by a Board of Directors comprised of 13 voting members and 5 non-voting members. The mission of the PBCBA is to serve its members, foster professionalism and enhance the public's understanding and awareness of the legal system. The organization is headquartered in a PBCBA-owned office building.

The PBCBA has more than 25 active committees that produce continuing legal education seminars, provide volunteer opportunities for the members as well as working closely with the court to solve mutual problems. The PBCBA also offers many social opportunities for members to network with each other and members of the judiciary.

The Executive Director position of the PBCBA is an outstanding opportunity for a committed association or other executive to lead a professional association with a long history of success. An experienced staff and committed Board ensure the historical integrity of the organization and a strong foundation for the PBCBA going forward. At the same time, the legal professionals that make up the association face challenges within their industry from changing client preferences and industry consolidation. The PBCBA must continue to provide outstanding services and programs as well as advocate on behalf of the membership in the years to come.

Responsibilities of the Position Include:

Policies and Governance

The Executive Director provides the Association's Board and Officers with appropriate resources and innovative ideas for growth and development. Working with the President of the Association, he/she is responsible for developing the Board meeting schedule and agendas, maintaining Board minutes and records, carrying out plans and programs of the Board, serving as representative of the Board for all contacts with the PBCBA staff, initiating and advocating programs for consideration by the Board, and advising the Board on all important matters under consideration. Responsibilities include:

- Reporting directly to the President and the Board of Directors
- Making recommendations to the Board regarding preferred or alternative courses of action
- Assuring that the Board is kept fully informed of the activities, operations, and financial condition of the Association required for the efficient and orderly conduct of business
- Maintaining continuing communication with the Board president so that necessary actions can be taken between meetings of the Board

Members and Volunteers

Provide leadership to and oversee the PBCBA staff and volunteers in an effort to recruit new members, to retain existing members, and expand membership base and oversee activities related to maintaining effective member relations. Responsible for motivating members to personally, professionally, and financially support the PBCBA's programs and events. Responsibilities include:

- Overseeing the management of the committee meetings and related functions
- Serving as an effective liaison and communications with President, Board, committees, and PBCBA membership
- Analyzing and interpreting the needs of members and recommending revisions in programs to improve service and assistance to make membership more valuable
- Working diligently to ensure that PBCBA programs, services, and products assist members to become increasingly competitive and successful.

Staff

- Develop policies and guidelines for the supervision, management, and administration of all PBCBA staff
- Exercise responsibility for hiring, supervising, reviewing, and terminating PBCBA staff
- Delegating activities of the PBCBA to staff members and ensuring that the office performs efficiently and that all employees work in compliance with the PBCBA's Employment Policies

External Relationships

- Maintain effective liaison and communications with other local and state bar associations, affinity bar associations and ABA affiliated entities and utilize those relationships to enhance the organization's objectives
- Promote and foster a positive, collegial and professional atmosphere amongst the staff and members of the PBCBA
- Serve as an ambassador at all PBCBA events
- Develop and maintain a good working relationship with the judiciary, court administration and clerk's office representatives as well as the Historical Society and the Forum Club
- Coordinate the appointments to the Groundwater & Natural Resources Protection Board, the PBC Environmental Appeals Board, and the Environmental Control Hearing Board

Fiscal Management

- Responsible for the preparation and presentation of annual budget as adopted by the PBCBA Finance Committee (made up of current president, president-elect and immediate past president); ensure that all funds are appropriately safeguarded and administered
- Execute contracts on behalf of the PBCBA
- Oversee the management of all financial accounts, to include Section accounts
- Maintain the PBCBA's investment accounts and recommend, when necessary, reallocation of resources to the Board to ensure the successful implementation of programs and activities
- Ensure timely preparation and filings of Forms 990 and 990-T tax returns, as well as Form 5500 Pension Plan Return; coordinate audits with external CPA firms
- Make regular pension plan payments and serve as the Plan Administrator
- Ensure timely distribution of annual dues statements and collection of payments
- Provide financial oversight by preparing, reviewing and presenting monthly financial reports to the Board of Directors
- Explore new opportunities for non-dues source of income, revenue growth and/or expense reduction

Infrastructure

- Oversee the development, enhancement and maintenance of the PBCBA's technology systems to support management functions and to increase the value provided to members; coordinate with external technology providers to implement and sustain infrastructure security controls
- Oversee the maintenance of the Bar headquarters for the implementation of programs and meetings and to preserve the value and efficiency of the building
- With assistance from the Board, assure that the building and its contents are adequately insured

Specific PBCBA Duties:

- Oversee and ensure the timely production of eleven (11) issues of the Bar's publication, the *Bar Bulletin*
- Attend the majority of PBCBA events
- Oversee the Lawyer Referral Service, stay abreast of changes in technology and ensure that the LRS stays relevant to its members and the public
- Review and amend Board meeting minutes as necessary to ensure accurate documentation

- Ensure financial documents are accurately maintained and filed in monthly folders for timely review by the Board Treasurer
- Work closely with and advise the President-elect on the prospective appointments of committee members and their leadership
- Assist in raising funds for the Annual Bench Bar Conference and Judicial Reception
- Investigate, negotiate, and recommend employee benefits and administer employee benefits program
- Plan the annual Board retreat and assist the President with developing the agenda, securing and negotiating the location and coordinate all aspects of the retreat
- Work with the President in securing speakers for membership luncheons. Plan and coordinate those membership meetings
- Maintain and distribute official minutes of the Board of Directors meetings, maintain custody and provide security of all official Bar documents, records and files, legal and historic documents, membership and mailing lists.
- Administer the Association's nomination and election process, prepare and disseminate appropriate materials, notices and ballots as well as the elections for the Young Lawyers and North County Sections
- Coordinate the bi-annual Judicial Evaluation, review the results and distribute same to membership, judiciary and the media
- Coordinate and manage the bi-annual Judicial Campaign Practices Commission
- Coordinate all aspects of robbing ceremonies.
- Assist with the distribution of Judicial Nominating Commission notifications to membership through e-blast and website postings
- Oversee the maintenance of the master calendar of Bar Association and Specialty Bar functions
- Maintain and update Bar's web site with assistance from staff
- Works with staff to distribute e-blast via Constant Contact to the membership about upcoming events and news
- Collaborate with staff, vendors, and Apple/Google to ensure that organization's mobile application remains functional, compliant, and up to date
- Coordinate with internal staff and third-party vendor to maintain and update job board content and functionality
- Serve on the Board of the Legal Aid Society, if designated
- Serve as the PBCBA Liaison to the Florida Bar Voluntary Bar Leadership Committee

Preferred Skills Sets, Knowledge and Abilities

Leadership (possesses and demonstrates leadership qualities including presence, vision, leading, and managing staff and volunteers)

Membership development (has a track record of membership recruitment, retention, and growth)

Board management (experience working collaboratively with a volunteer Board of Directors)

Volunteer organization experience (appreciates the value of voluntary organization structure and operating techniques; proven ability to motivate and utilize staff and volunteers)

Management experience (staff oversight and general management experience; strong human resource development skills)

Planning (experience in developing and implementing operational, financial, and strategic plans).

Communication (effective communicator with internal and external constituents including Members, Board of Directors, government entities, staff, the media, and the public; has a clear writing and speaking style).

Fiscal management (demonstrated ability to manage financial affairs of an organization; i.e., develop revenue sources and control expenditures so as to preserve financial stability)

Entrepreneurial (has experience with perceiving and capitalizing on available business opportunities)

Marketing orientation (ability to market and promote the organization to allow for retention and growth)

Desired Personal Characteristics

Leadership (able to achieve results for the Association by giving priority to and listening to the needs of its Members; proactive in leading the Board and Members while being deferential to them and the Association's mission and goals; offers a vision and the means to get there; a good steward of resources; can manage, motivate, and challenge the Staff to serve and meet the needs of the Membership)

Participative management style (involves Members and staff in decision-making; provides basic direction and allows staff to execute while being held accountable; a mentor for staff).

Collaborative (sees value in working with others to achieve positive results; demonstrates a willingness and ability to work with and through others;)

Intelligent (bright; possesses natural intelligence)

Conceptual (thinks beyond day-to-day realities; can see beyond the Association's current service offerings and also focus on long-term operating goals)

Strategic and creative thinker (a visionary thinker; can plan for the future and also bring "outside the box" ideas; able to see "the big picture" beyond daily operations and lead an organization toward strategic goals)

Genuine and personable (relates well to people; builds relationships; authentic; transparent; possesses warmth and personal humor)

Energetic and Dedicated (enthusiastic; strong personal work ethic; self-starter with a "roll up the sleeves" attitude; displays a passion for "getting the job done")

Executive presence (credible; polished in demeanor and appearance; self-confident; will enjoy the respect of Board, members, and staff)

Integrity (possesses unimpeachable moral character and high ethics)

Visibility (highly visible to staff, members, and other key constituents)

Organizational skills (results oriented; able to juggle multiple projects at one time; meets established goals and objectives)

Challenges and Opportunity

The projected first year accomplishments for the new Executive Director of the PBCBA include:

- Establish presence as Executive Director and become completely familiar with all operating aspects of the organization including staff, finances, programs, and Board members. Initiate formal and informal introductions and connections with the PBCBA membership through varied communications and in-person gatherings and meetings to develop strong relationships with key constituencies
- In concert with the Board and staff, evaluate the strategic direction of and future opportunities for the PBCBA through a review of current programs and personnel; develop strategic, operational, and budgetary plans
- Build & maintain collaborative relationships with other Bars and professional associations to secure the best and most cost-effective services and programs for members
- Evaluate and develop responses to important organizational challenges and operational goals such as:
 - Increasing the products and services available to the PBCBA members
 - Increasing the percentage of Palm Beach County area lawyers who belong to the PBCBA
 - Assuring sustained financial stability through an increase in dues-paying member base, along with dues and non-dues income enhancements
 - Looking for and creating opportunities for growth

Compensation: Annual compensation is commensurate with experience and will include health care, vacation, and retirement plan.

For more information about the PBCBA, visit our website www.palmbeachbar.org

About West Palm Beach and Palm Beach County

West Palm Beach is located in South Florida just north of Ft. Lauderdale and Miami with a population of about 127,000 and is the county seat for Palm Beach County. Palm Beach County offers miles of beaches, over 79 parks, culture and entertainment. Palm Beach County is the “Golf Capital of the World™” with more than 150 public and private golf courses and hosts the PGA Tour’s Honda Classic. It also offers world class shopping on famous Worth Avenue in Palm Beach. Polo and equestrian events are very popular in Palm Beach County with international polo tournaments being hosted here. Saltwater and freshwater fishing opportunities are some of the best in North America. Other outdoor sports enjoyed year-round are tennis, softball, soccer, biking, snorkeling, scuba diving, running, and much more.

For more information about Palm Beach County, visit <https://discover.pbc.gov/Pages/default.aspx>