

**Maine Trial Lawyers Association**  
**650 Members**  
**Executive Director – Job Description (Draft)**

***Duties & Responsibilities:*** The Executive Director subscribes to the Mission of the Association and strives to uphold its purpose in accordance with the Bylaws. The Executive Director of the Maine Trial Lawyers Association (MTLA) shall be the chief administrative officer of the Association, and reports of the Board of Governors (Board).

The Executive Director is responsible for the general administration and supervision of all affairs of the Association under the guidelines set forth in the Bylaws and under policies established by the Board. These general and administrative duties shall encompass, but are not limited to the following to be provided by the Executive Director or an appropriate staff member as directed by the Executive Director.

***Management:***

- Maintain close liaison with the President, Executive Committee, and Board and keep them informed on matters of importance to the profession and the Associations
- Supervise, monitor and evaluate the performance of all activities of the Association and staff
- Supervise and evaluation the performance and work product of contract personnel to ensure a work product consistent with and beneficial to MTLA policies and goals
- Establish a sound organizational structure for Association staff
- Create and supervise office systems and day-to-day operations of the Association, including computer network
- Monitor and assist in the work of all MTLA committees
- Assist the Board in developing long range plans and objectives of the Association and direct the Board in means versus ends discussions
- Assist the President in planning meetings
- Provide liaison with outside organizations within the framework established by the Board
- Develop policies and programs to be recommended to the officers and Board for decisions
- Supervise publication and/or editing of all printed materials and advertising in same
- Assist in development of CLE programs that will be educationally effective and financially productive
- Responsible for hiring, firing, yearly evaluations and salary increases for all office staff

***Financial:***

- Develop Association budget
- Provide total financial management within the guidelines of the budget, including planning, purchasing, receipts, disbursements, financial reports and analysis
- Prepare Treasurer's Reports for Board meetings
- Assist Fundraising Chair in developing and implementing fundraising strategies

- Maintain financial records including: IRS, all Association accounts, non-profit corporate status, and Citizens for Justice in Maine (PAC)

***Membership:***

- Oversee maintenance of membership records and annual renewal process
- Ongoing aggressive recruitment of new members
- Create strategy to retain current members
- Analysis of MTLA services and benefits, adding and deleting services as membership needs change
- Maintain the Web Site

***Legislative/Political:***

- Work with MTLA lobbyist in matters concerning lobbying and political action. Assist lobbyist upon request with lobbying, testifying, monitoring hearings, building coalitions, location of witnesses, and scheduling meetings
- Keep updated on state legislative activities affecting the Association and its members, assist lobbyist in support or opposition of measures of interest and help formulate new legislation beneficial to MTLA
- Attend and staff Citizens for Justice in Maine (PAC) meetings; serve as Treasurer; responsible for all reporting to state agencies
- Establish relationships with the staff of the Association of Trial Lawyers of America (ATLA) to maximize efficiency and cooperation between the two entities
- Establish relationships within the National Association of Trial Lawyer Executives (NATLE) to learn about programs in other states that can be incorporated into MTLA programs to maximize efficiency and results

***Media/Public Relations:***

- Provide liaison with outside organizations, legislators, and the public
- Promote collaboration with outside organizations
- Monitor media coverage of legal issues
- Provide media personnel with information and resources