



The West Virginia Bar Association, through its Executive Council, is seeking an Executive Director. Letters of interest with a curriculum vitae including professional references and availability are to be sent no later than November 15, 2022, to Sandra M. Chapman, President, WVBA, at smchapman@cclawpllc.com

POSITION: EXECUTIVE DIRECTOR OF THE WEST VIRGINIA BAR ASSOCIATION

The Executive Director reports to the Executive Council [EC] and is responsible for overseeing the administration, programs, and strategic plan of the organization. Duties include outreach, fundraising, marketing, website development, and updates to members.

The WVBA, through its EC, retains the broad general power of supervision over the Executive Director as to the results of the work completed, and it is available for advice and counsel as the Executive Director works with EC in order to fulfill the organization's mission, strategic plans, operation and goals.

General Responsibilities

1. Governance

The Executive Director works with the Executive Council in order to fulfill the mission of the West Virginia Bar Association.

- Responsible for working with EC in a manner that supports and guides the organization's mission as identified by Council
- Responsible for communicating effectively, timely, and regularly with Council in order to provide information necessary to facilitate Council's work and decisions
- Responsible for reporting activities to Council on a timely and regular basis
- Responsible to Council and works closely with Council related to, e.g., policy decisions, fundraising, and to increase visibility and the impact of the WVBA
- Oversees the organization of Council, committee, and division meetings as requested
- Maintains the organization's official records and minutes in an organized and easily accessible fashion

2. Financial Performance and Viability

The Executive Director works with the Executive Council in order to develop resources sufficient to ensure the financial health of the West Virginia Bar Association.

- Responsible for the fiscal integrity of the WVBA, including the timely submission to EC of a proposed annual budget and monthly financial statements which accurately reflect the financial condition
- Planning for and operation of the annual budget
- Responsible for fiscal management that anticipates operating and does operate within the approved budget, ensures maximum resource utilization and maintenance of the WVBA in a positive financial position
- Responsible for collecting membership dues, other fundraising including sponsorships, and developing other resources to support the WVBA mission

3. Mission and Strategic Plans

The Executive Director works with the Executive Council to ensure that the mission and strategic planning efforts of the West Virginia Bar Association are fulfilled through programming, planning, and related outreach.

- Responsible for implementing programs
- Responsible for preparing and implementing the strategic plan in order to ensure that the mission is fulfilled and advanced
- Responsible for enhancement of the image of the West Virginia Bar Association by being active and visible in the state and by working closely with other professional and civic organizations
- Responsible for marketing and communications
- Establishing and maintaining relationships with other bar associations and other organizations and thereby enhancing the mission of the West Virginia Bar Association
- Organizing and executing the annual meeting of the membership and other membership and outreach/planning/meetings
- Establishing administrative policies and procedures for all functions and for the day-to-day operations of the WVBA
- Serving as a spokesperson to members, the media, and the public

4. Operations

The Executive Director oversees and implements resources to ensure appropriate operations of the West Virginia Bar Association.

- Responsible for effective administration of operations
- Responsible for reviewing and signing notes and contracts made and entered into and on behalf of the WVBA as approved by its Executive Council
- Responsible for other duties as assigned by the Executive Council