



the MIDDLESEX LAW ASSOCIATION

Executive Director Job Description

Reporting to the Middlesex Law Association's ("MLA") Board of Trustees, the Executive Director is responsible for overseeing and managing all aspects of its operations, programs, and services, including the Practice Resource Centre ("PRC"), in accordance with the strategic plan, mission, core purposes, goals, objectives, and policies approved by the Board of Trustees.

Working with the MLA's Board of Trustees ("Board") and staff to fulfill the MLA's mission and maintain its core purposes, the Executive Director is responsible for:

1. Leadership:

- Participating in the development and implementation of the overall strategic direction of the MLA;
- Implementing activities, programs, and events that carry out the MLA's mission;
- Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
- Working with other regional law associations and the Federation of Ontario Law Associations to advocate for the needs of the membership and to advance the MLA's mission;
- Performing duties as Board Secretary, which include organizing meetings of the Board and the Executive Committee, including the Annual General Meeting, preparing and distributing materials for the meetings, attending the meetings, and recording and distributing minutes of the meetings to the Board;
- Providing support, including administrative, as needed, to all Board committees;
- Drafting policies for the approval of the Board and preparing procedures to implement the policies;
- Reviewing existing policies on an annual basis and recommending changes to the Board as appropriate;
- Preparing and distributing monthly and annual reports to the Board and key stakeholders;
- Fostering effective collaboration between the staff and the Board; and
- Acting as a spokesperson for the MLA as appropriate.

2. Financial Performance and Viability:

- Working with the Board to prepare, manage, and execute comprehensive annual budgets for the MLA, including the PRC;
- Cultivating and stewarding relationships with the legal community and other stakeholders to develop revenue sources, including CPD programs and events;
- Advocating for the MLA and liaising with the Law Society's Legal Information and Resource Network (LIRN), including, but not limited to, seeking grants and funding applications;

- Assessing and evaluating CPD programs and events to ensure key metrics and the MLA's core purposes are met;
- Ensuring appropriate financial management of the MLA's budget, including appropriate bookkeeping and accounting procedures are followed;
- Ensuring appropriate and timely reporting to the Board and funding organizations;
- Approving expenditures within the authority delegated by the Board;
- Acting as liaison between the MLA and bookkeepers, accountants, the auditors, or any other party deemed necessary for the financial management of the MLA;
- Ensuring the MLA's files and records are appropriately safeguarded and managed;
- Identifying and evaluating the risks to the MLA (e.g., impact to members, staff, and the Board) with respect to property, finances, goodwill, and image; and
- Implementing measures to mitigate and control risks.

3. Marketing and Communications:

- Identifying issues of importance to the membership and developing strategies for bringing these issues to the attention of the appropriate government official or agency for action;
- Enhancing the MLA's image by being active, visible, and the point of contact for the membership and the legal community and by establishing good working relationships and collaborative arrangements with sponsors, other law associations, the Federation of Ontario Law Associations, the Legal Information Research Network, and other stakeholders to help achieve the MLA's mission;
- Ensuring the membership and CPD/event registration database is updated and maintained;
- Engaging members and stakeholders through various media, including, but not limited to, social media, email, and the website;
- Developing and implementing marketing and communications plans to engage and retain members and to attract new members;
- Developing and implementing marketing and communications plans to increase continuing professional development program and event attendance and revenue;
- As Editor, coordinating the publishing and distribution of the MLA's newsletter (published 10 times per year), including soliciting information and materials from members and other contributors, being aware of copyright infringement issues, generating revenue from advertisements, proofreading, restructuring, and editing articles by content writers, providing articles and other information for the newsletter, finalizing copy, and working with the graphics designer to finalize digital and print copies for distribution; and
- Ensuring the MLA website is maintained and updated with timely and relevant information.

4. Operations:

- Overseeing the efficient and effective daily operations of the MLA, including the PRC and its facilities and equipment, using Board-approved policies and procedures;
- Liaising with courthouse management to ensure the MLA's facilities are safe, secure, and sufficient;
- Developing and implementing operational plans to enhance operational efficiencies, programs, events, and services;
- Providing administrative support to high quality, affordable educational seminars and programs for members;
- Organizing, overseeing, and implementing events at the direction of the Board;
- Signing all agreements and other instruments made and entered into and on behalf of the MLA;

- Establishing a positive, healthy, and safe work environment in accordance with all relevant legislation;
- Ensuring the operations of the MLA meets the expectations of its members, Board, and other stakeholders;
- Ensuring the programs and services offered by the MLA contribute to its mission and reflect the priorities of the Board; and
- Assisting with long-term community projects as initiated by the Board.

5. Human Resources:

- Acting as liaison between the Board and the staff;
- Managing staff using Board-approved human resources policies, procedures, and practices, including hiring, orientation, training, and evaluations and/or performance reviews;
- Disciplining and dismissing staff as necessary and with the prior approval of the Board;
- Updating and maintaining job descriptions;
- Coaching and mentoring staff to driver performance to achieve organizational goals;
- Planning for future staffing requirements;
- Consulting with the Board on an ongoing basis, and as needed, about human resources plans and staffing activities; and
- Determining staffing requirements for effective and efficient organizational management and program delivery, including coordinating work schedules, sick days, and vacation among full-time and part-time staff.

Professional qualifications:

- 5+ years' experience working in a similar role; and
- LLB/JD preferred.

Required demonstrated experience and proven track record in the following areas:

- Understanding of the needs and values within a law and/or membership-based association;
- Leadership, including transparency, a high level of integrity, empathy, initiative, teamwork, conflict management, and effective feedback;
- Effective communication, including writing and speaking skills, active listening, collaborating with and motivating our Board, staff, members, and key stakeholders;
- Strategic thinking, including the ability to formulate effective plans, analyze various factors, and alter plans when necessary;
- Decision-making, including the ability to make informed and insightful decisions through initiative, intuition, problem-solving, and creativity;
- Time management, including the ability to manage multiple priorities, delegate, set timelines, and ensure projects meet expected deadlines while being flexible to shift priorities as necessary;
- Customer service, including cultivating and stewarding relationships with our members and other internal and external stakeholders;
- Financial management, including reading, creating, and understanding financial documents, such as budgets, cash flow and other financial statements, and analyzing and presenting data and information;
- Organizational development, including advocating for systematic changes as necessary, ensuring the quality and effectiveness of activities and programs, and being fully informed of sector developments;

- Compliance and best practices, including the ability to achieve results while minimizing risk, complying with legal requirements, and adhering to the highest ethical standards possible; and
- Technology, including Microsoft Office, and website, membership management, and other software to support the Association's activities and programs.