

## COLORADO AND DENVER BAR ASSOCIATIONS

**POSITION TITLE:** Assistant Executive Director/Administration

**BASIC FUNCTIONS:** Assists the Executive Director and Deputy Executive Director by carrying out those executive responsibilities that are specifically delegated. Coordinates the agendas and logistics for meetings of the CBA & DBA governing bodies. Coordinates meetings and social events for the CBA & DBA. Serves as Staff Director of the Colorado Bar Foundation.

### **SPECIFIC RESPONSIBILITIES:**

- Governance – Prepares the agendas for the CBA & DBA governing bodies, arranges the logistics for those meetings, and takes minutes at the meetings. Provides assistance to officers and boards concerning association policy. Maintains the CBA & DBA bylaws and handles proposed amendments to those bylaws. Participates in the Legislative Policy Committee & Budget Committee meetings. Maintains and updates the administrative portion of the CBA & DBA websites.
- Nominating Committees – Provides resource information concerning potential candidates for CBA & DBA offices. Attends the committee meetings to facilitate the selection process.
- Meeting/Event Planning – Responsible for all aspects of the major CBA & DBA events, including: the Barristers Benefit Ball, Bench-Bar Retreat, DBA Annual Party, and the Henry Hall Memorial Golf Tournament. Serves as staff liaison to the planning committees for those events. Also responsible for the logistics of the nine regional bar visits. Handles all logistics for the CBA & DBA Past Presidents' Dinners. Provides assistance to other staff members who plan smaller meetings and events. On behalf of associations, signs the contracts for the meetings and events.
- Young Lawyers Division- Staff liaison to the CBA YLD. Attends council meetings, participates in YLD events, and provides input on CBA policies.
- Colorado Bar Foundation – Staff Director for the Foundation. This includes preparing agendas for the board meetings, taking minutes, overseeing the dues process for the Bar Fellows, handling all aspects of the Annual Bar Fellows Dinner, coordinating the nomination process of new Bar Fellows, and processing all Foundation income and expenses.
- Personnel – Assists the Executive Director and Deputy Executive Director in personnel matters, including hiring, evaluations, and oversight. Has supervisory responsibilities for the Committees & Sections Department and the Public & Legal Services Department.

**INTERNAL RELATIONSHIPS:** Reports to the Executive Director. Shares the time of two administrative assistants. Direct supervisor of the Director of Committees & Sections and Director of Public & Legal Services. Has continuous contact with other association personnel.

**EXTERNAL RELATIONSHIPS:** Has regular contact with CBA & DBA officers, governing bodies, Bar Foundation board members, and specific committee volunteers. Frequent contact with vendors in the hospitality field.