

**Executive Officer  
Application Guidelines  
Law and Society Association**

The Search Committee for the Law and Society Association (LSA) invites applications to serve as the Executive Officer for a five-year, renewal term commencing on September 1, 2012. The application deadline is September 10, 2010. The Search Committee intends to report to the Executive Committee in winter 2011, with a final recommendation to and selection by the LSA Board of Trustees in June 2011. Applications should be submitted electronically to the Search Committee at [search@lawandsociety.org](mailto:search@lawandsociety.org).

**An application packet should include the following:**

- A statement of interest in assuming the responsibilities of the Executive Officer, including the aspirations or interests that lead you to seek this post;
- An overview of how you see your background and/or expertise situating you to assume the administrative and leadership roles of the Executive Officer;
- A description of how you envision assuming the responsibilities of the Executive Officer in the context of what you anticipate to be your primary employment during this LSA term of office (assume an initial term of 2012-2017);
- A description of the institutional support you expect to receive, materially and otherwise, to enable you to (a) excel in this role and (b) provide a congenial and supportive environment for LSA (please include a letter of institutional support);
- A curriculum vitae;
- A budget request or any other requirements that the Association needs to consider for the Executive Office or Officer in addition to the level of support currently provided by the Association (see below); and
- A list of five references who can address (a) your experiences in administrative leadership roles or the equivalent, (b) your substantive background or breadth of knowledge of the field and its challenges and opportunities, and (c) other attributes and skills that would well situate you to both contribute to the Law and Society Association and find the Executive Officer role professionally rewarding.

**Current Executive Office/Officer Operations**

The Law and Society Association currently has a staff of approximately 3-plus persons in addition to the Executive Officer. All direct operating expenses for the Executive Office are included in the annual budget of the Association. The Executive Officer currently receives supplemental compensation for this position that complements a faculty, research, or other appointment in an academic, research, or similar setting. The minimum requirement for institutional support is space for the LSA Executive Office (3-4 offices depending on the size of the general office) and some storage. The Association purchases its own equipment. For further information on the current Executive Office budget or levels of support, please contact [search@lawandsociety.org](mailto:search@lawandsociety.org).