

**Executive Officer  
Law and Society Association  
Position Description**

The Executive Officer position entails a range of administrative and substantive duties related to effective management, conceptual leadership and implementation of goals and policies, work with officers and members, and representation of the Association to external groups. The Executive Officer carries out professional activities designed to promote the interests of the Association and its programmatic activities, member relations, the administrative and financial management of the Association, coordination of activities involved in site selection and conduct of the Annual Meeting, and related programmatic and management responsibilities consonant with the scholarly objectives of the Association.

**Essential functions**

*Administration and Management*

- Carry out the duties and responsibilities of the Executive Office as specified in the By-laws of the organization.
- Provide administrative and fiscal planning and leadership for the Society, including developing the budget and reporting on the budget and finances.
- Manage staff and resources, including supervision, coordination, follow through and evaluation of staff.
- Make decisions about staff and budget commitments to achieve policy goals.
- Implement the decisions, strategic planning goals, and policies of the Trustees.

*Creative Leadership and Implementation of Goals*

- Advise, recommend and participate with the Trustees in charting the course of the Society in response to continuous developments and emerging issues in the field or meriting the Society's attention.
- Within delegated authority, develop long range strategic operational plans to meet the mission and goals of the Society.
- Identify and develop new initiatives or opportunities to meet the Society's goals
- Take leadership in raising funds from outside agencies, where appropriate.

*Work with Officers and Members*

- Assist the Trustees and various committees in the development of sound organizational policies, providing such information as they may require and bringing attention to matters requiring policy clarification or revision.
- Ensure that the Trustees and the Officers of the Society are kept informed of major issues/events and operations of the Society as appropriate.
- Ensure proper communications to the membership and the field regarding the programs and activities of the Society.
- Maintain and enhance member services.

### *Represent the Society and the Field to Outside Groups*

- Establish and maintain effective relationships with other organizations including professional associations and government, as deemed appropriate by the Council, including participating in groups with which the Society has formal relationships or memberships.
- Ensure high visibility for the Society within other professional associations and establish leadership roles for the Society (e.g., COSSA, ACLS).
- Monitor and identify issues and opportunities related to the field where the Society's weighing in as a scholarly field would be important (e.g., expanded research or training support, attacks on peer review).
- Promote scholarship in the media and to policy audiences.

### **Requirements**

#### *Skills/Knowledge*

- Knowledge about and experience in research in at least some of the subject matter areas covered in the Society's activities.
- Ability to represent and provide continuity of leadership for the field of law and society with varied audiences.
- Knowledge and experience in budget and financial management.
- Experience in obtaining grant funds from government or nonprofit organizations to support identifiable programs or projects.
- Sensitivity to and understanding of people; excellent ability to interact on a professional level with all levels of staff, membership, and outside organizations.
- Skill and experience required to obtain maximum use of the Society's resources by working to develop the consensus required for effective administration.
- A high level of professionalism and integrity.
- Excellent oral and written skills; ability to conduct presentations, guide meetings.
- Experience leading units or groups or working with boards and/or committees.
- Attraction to innovative uses of technology and new modes of communication.

#### *Experience/education*

- Doctorate, JD, or equivalent advanced degree.
- Experience in research related to the study of law and society or aligned field.
- Experience in leadership roles or activities that indicates the capacity to manage, organize, communicate, and innovate.

### **Position Title, Term, and Office Site**

The Executive Officer receives supplemental compensation for this position that is expected to complement a faculty, research, or other appointment in an academic, research, or similar setting. The term of appointment is expected to be five years, renewable. The Executive Office is located at the institutional site of the Executive Officer. Further information on the Law and Society Association is available on the LSA website at [www.lawandsociety.org](http://www.lawandsociety.org).