

North Dakota State's Attorneys' Association

Executive Director Duties

Summary

Under the direction of the Board of Directors, the executive director is responsible for overall management and operation of the North Dakota State's Attorneys Association and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

Essential Duties and Responsibilities

The executive director is responsible for overall operations, asset protection for North Dakota State's Attorneys Association

The incumbent also:

Oversees all accounting functions including those necessary for auditing and budgeting.

Interacts with other personnel and organizations such as the North Dakota Commission on Legal Counsel for Indigents, the State Bar Association of North Dakota, North Dakota Association of Counties, National District Attorneys Association, and the ND Attorney General's office.

Assists in the development of current and long-term organizational goals and objectives as well as tactics and procedures related to obtaining the goals. Establishes plans to achieve goals set by the Board of Directors and implements them subject to approval by the Board of Directors

Core Competencies

Management

Maintains effective systems of internal control to account for receipts and expenditures of funds. Develops options available to the board for expenditures.

Understanding

Understands the technical aspects of running a professional organization organized to train and support its members.

Initiative in fulfilling the goals of the organization.

From interaction with members, keeping an eye on legal issues in the state, and cases, displays initiative in developing plans for addressing new and or recurring issues in consultation with the Board.

Communication

Communicates effectively with multiple audiences using a variety of formats. Examples include

written communications that clearly outline the situation and the action items and oral presentations to the Board and outside organizations.

Education and/or experience

No specific education is required. However, the executive director must possess the above skills, knowledge and qualities.

Physical Demands

While performing the duties of this job, the executive director is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use, so sufficient dexterity to use a computer as well as other office machines is required. The employee will occasionally need to lift up to 30 lbs and travel to conferences including interstate.

training

Frequently throughout the year, solicit the members for suggestions for training topics. Then find people to provide training on that topic, collect their presentation materials in electronic form or scan them and post them on the website. Also remain aware of developments that occur outside our lane that may cause another entity, e.g. juvenile court, NDDOCR, fish & game, HP, the courts, to want to come address the group during training. Facilitate those appearances.

After training is conducted but within the same calendar year that the training was provided, submit an application for approval of CLE credits to SBAND. Promptly publish on the website the amount of CLE that SBAND granted for each training session.

summer and winter meetings of the NDSAA

Maintain contact with both the North Dakota Commission on Legal Counsel for Indigents and the State Bar Association of North Dakota to arrange the NDSAA's summer and winter meetings to run concurrently or jointly with major training of those entities.

Publish to the members via e-mail a general agenda for the summer and the winter meeting at least 12 weeks prior to the meeting, that contains the general topic for the meeting, the location, and the dates. Have the facility reserved before this notice is published.

Publish an itemized agenda for each meetings including speakers' names, topics, and times at least 5 weeks in advance of the meeting.

Arrange for a hospitality room and either coordinate with a host state's attorney to ensure the hospitality room is moderately stocked with food and drink for stay-over nights or get it done personally.

monthly meetings of the NDSAA Executive Board

Publish annually in January to the members and to the Secretary of State a notice of regularly occurring Executive Board meetings that contains time, place, and date (or 2nd Monday of every month if it recurs periodically).

Devise an agenda for the monthly meeting and publish the agenda to the membership via e-mail at least 48 hours prior to the meeting.

NDSAA communication with the members, website and news

Maintain a current e-mail list by weeding out dead e-mail addresses, adding replacement addresses, and obtaining addresses for new members. If an address comes back dead, call the attorney and obtain a fresh one.

Solicit from the members and other sources, items for a semiannual newsletter which may be published on the web site and/or via e-mail. Solicit columns, articles, updates, warnings, and notices of changes in the law, new attacks and defenses, summaries of topics covered at a meeting attended by a member on the association's behalf. Collect photos and profiles of first time appointed, hired, or elected assistants and state's attorneys. If we exhaust those, do profiles on veterans, especially those who don't make it to training.

Ensure a summary of topics discussed at the monthly Executive Board meetings are published to all the members within 20 days of the meeting.

Obtain for the website and catalogue under a user friendly index: briefs, forms, pleadings, orders, transcripts of experts' testimony, predicate questions for common and problematic direct or cross exams, e.g. laying foundation for admission of blood test results in a DUI jury trial.

Have unlimited use and access to ordinary modern office equipment including: computer, e-mail, internet, copier, telephone, fax, and be able to set up conference calls.

Lobbyist

Coordinate with the North Dakota Association of Counties to procure a lobbyist for the NDSAA at least 8 months prior to the beginning of each legislative session.

other

Ensure the NDSAA receives an invoice for goods and services received and that the invoice is forwarded to the treasurer.

Attend at least one National District Attorneys' Association meeting a year.

Ensure any funds obtained by grant or available by law or donation are spent on time and for a good or service of commensurate value.

The executive director needs to be a visionary leader predicting what training is needed and coordinating the assets for it. The executive director will need to engage others in dialogue to understand what training needs are and will be. Strong organizational skills are needed to catalogue, preserve and reproduce briefs, motions, and other legal assets on request.