

UNIFORM LAW COMMISSION
Executive Director Job Description

I. Position Summary

The Executive Director of the Uniform Law Commission (“the ULC”) is the chief operating officer of the ULC with management responsibility for its effective functioning, staff operations, and fulfillment of its mission and policies. The Executive Director is a full-time member of the ULC staff, who reports to the ULC President and the Executive Committee and operates under the direction of the President.

II. Principal Duties

- A. Work with and provide support for the President and the Chair of the Executive Committee as they fulfill their overall leadership responsibility. Duties include coordinating the efforts of the commissioners, staff, and other important participants to advance the mission of the ULC. Duties also include supervising the preparation of the agenda and materials for meetings and conference calls of the Executive Committee and participating in the meetings and conference calls.
- B. Assume overall responsibility for the management of the office. Duties include providing direction and supervision to the senior staff, including developing an appropriate set of goals and evaluating their performance not less than annually. Duties also include ensuring that all employees are appropriately managed and evaluated, and, after consultation with the President, assuring the prompt, fair and effective resolution of any significant personnel issues.
- C. Make recommendations to the President for reporters for drafting committees and work with the chairs of drafting committees to assure the quality of the acts. Duties include attending drafting committee meetings as assigned by the President and making drafting suggestions that are consistent with the purposes of the act and with existing acts. Duties also include advising leadership of any significant problems that arise in a drafting committee and assisting in the resolution of the problems.
- D. Work with the Chair of the Committee on Scope and Program and the staff to maximize the quality and efficacy of the process for selecting study and drafting projects. Work with the chairs of study committees to ensure that their committees provide the type and quality of information that is necessary to permit fully informed decisions on whether to proceed to a drafting committee.
- E. Within the direction of the President and Treasurer, oversee the financial affairs of the ULC, including developing budget proposals for approval by the Executive Committee and working to ensure payment of ULC dues and publication royalties.

- F. As assigned, assist the President and ULC officers in representing the ULC to other organizations such as the American Bar Association, American Law Institute, U.S. Department of State, and the Uniform Law Conference of Canada.

III. Additional Requirements/ Preferred Skill Sets

The Executive Director must be an attorney licensed to practice in a state of the United States and have exceptional academic credentials and interpersonal communication and interaction skills. The Executive Director should possess strong leadership capabilities, strong written and oral skills, and an ability to work well with appointed commissioners and an active and talented staff.

The Executive Director must demonstrate commitment to the ULC's mission and priorities.

The ULC headquarters is in Chicago and the Executive Director must reside in the Chicago area or relocate there.

The Executive Director is required to attend drafting committee and other committee meetings throughout the year, most of which occur over a weekend and many of which occur in cities other than Chicago.

The preferred candidate will have noteworthy experience in the teaching or practice of law or will have significant legislative experience; will have successfully managed a staff of ten or more people and a sizeable budget; and will have worked in or with an organization whose membership is composed of dedicated professionals who are not paid for their work.