



## **JOB DESCRIPTION**

**TITLE:** Board Director/Legal Affairs

**REPORTS TO:** Chairman of the Board

**SUMMARY:** Oversees, coordinates and monitors pending, possible, and known future legal actions affecting the ASA.

### **DUTIES AND RESPONSIBILITIES:**

- Serves as a conduit of information between ASA's legal representatives and ASA BOD .
- Attends meetings as ASA representative on EcoLogic Board. Promptly prepares notes from the meetings and forwards to the ASA Board.
- Research for thorough understanding of ASA filings and briefs.
- Arrange and coordinate meetings or negotiations with other organizations as necessary.
- Attend critical court proceedings if warranted.
- Advise ASA attorney on ASA policy, desires and goals.
- Craft easily-understood summaries of ASA legal actions and proceedings.
  - Filter content and communicate with Executive Director for dissemination to public domain including membership, website posts, newsletter articles, mass email and social media updates.
- Apprise BOD of all ASA filings, briefs and legal actions.
  - Present reports at BOD meetings and conference calls.
  - Develop Power Point presentations, if required.
- Track legal proceedings on delisting petition(s).
- Coordinate ASA attorney and biologist's efforts with regard to legal actions.
- Regularly attend board meetings and participates in board conference calls.