



## INTERNATIONAL LAW ASSOCIATION

### AMERICAN BRANCH

EST. 1922

#### American Branch of the International Law Association

#### Chief Operating Officer Job Description

**Description:** The Chief Operating Officer (COO) of the International Law Association (American Branch) (“The Branch” or “ABILA”) facilitates the Branch’s membership, programming, events, marketing, development, finance, fundraising, and outreach. He/she reports directly to the ABILA President, and works closely with the Chair, the Board of Directors, the Executive Committee, the Co-Directors of Studies, and the ILW Co-Chairs. The COO oversees all day-to-day operations, functions, and activities of the Branch and ensures that everything is done in a timely manner according to established policies and guidelines. The COO also keeps an eye to long-term plans and ensures congruity between leadership transitions. As authorized by the Board, the COO will build an effective team and provide strategic direction towards the achievement of ABILA’s goals. The COO also has an outward-facing role as an ambassador for the Branch. The COO will be recruited and hired by the ABILA President in consultation with and subject to the approval of the Board of Directors. Salary, hours, and remuneration will be set by the President based upon the qualifications of the applicant in consultation with the Executive Committee and the Board.

#### Responsibilities of the ABILA COO include (either directly or through supervision):

- **Membership:**
  - Maintaining membership rolls, including current contact information, dues payments, committee membership, expertise, award recipients, and involvement in Branch committees and other activities;
  - Growing Branch membership through recruitment initiatives, including, but not limited to, International Law Weekend (ILW);
  - Sending out dues payment reminders and confirmation of payment to members;
  - Ensuring that Branch membership records are updated with the ILA on a regular basis; and
  - Submitting ABILA nominees for open ILA Committee positions.
- **Programming:**
  - Operating existing programs, including: Student Ambassador Program, ABILA Awards, Emerging voices, and the relationship with the ILA-South African Branch and
  - Developing strategies and implementing any new programs as conceived by Branch leadership.
- **Events:**
  - Organizing four Board meetings annually, working closely with the ABILA Chair, President and Secretary;
  - Convening and coordinating all activities for International Law Weekend (ILW), working closely with the ILW Organizing Committee and Fordham Law School;
  - Assisting in the organization of other conferences, symposia, panels, and meetings as requested by Branch leadership, including for Branch Committees; and
  - Coordinating Branch sponsorship of external events.

- **Records:**
  - Maintaining listservs, including, but not limited to: active and past Branch members; Committee membership; Board membership; other ILA Branches; sister organizations (such as ILSA, the ABA, ASIL); past participants in ABILA events; sponsors, and other stakeholders;
  - Serving as a repository for Branch records, institutional knowledge, publications, and physical materials; and
  - Providing regular updates to ABILA Committee Chairs on committee member contact information.
- **Public Relations:**
  - Managing the flow of information between Branch leaders, members, and the general public, ensuring a consistent “voice” of the organization;
  - Forging and maintaining relations with internal and external stakeholders; and
  - Building the organization’s public image and expanding its network.
- **Marketing:**
  - Directing and supervising the creation and distribution of print and digital materials, including, but not limited to: biannual Newsletters, regular e-newsletters, marketing material for Branch events, the Proceedings, and the publication of articles affiliated with ILW;
  - Maintaining and developing the Branch website, ensuring that it is consistent with the Branch’s mission and goals and legal requirements, and regularly updated; and
  - Overseeing the creation of any video or audio material, such as member profiles or documentaries.
- **Financial:**
  - Managing annual membership dues, including sending reminders, preparing invoices, following up on payments, and sending receipts;
  - Directing and carrying out fundraising efforts in collaboration with the Branch President, including, but not limited to, the ABILA Patron program, ILW sponsorships, and year-end donations;
  - Maintaining relationships with donors and sponsors;
  - Monitoring and tracking Branch expenses and income, in collaboration with the Branch Treasurer; and
  - Reviewing reports to acquire an understanding of the organization’s financial position, and providing advice on the feasibility and/or advisability of certain programmatic expenditures.
- **Supervision & Training:**
  - Training and supervising staff and volunteers, including the Media Officer and ABILA Student Ambassadors and
  - As appropriate, providing advice to new Branch leaders and Committee Chairs.
- **Miscellaneous responsibilities:**
  - Maintaining awareness of all programs, projects, and activities of the Branch, including its committees;
  - Reporting problems, problem-solving and devising remedial actions for any identified issues as they arise;
  - Providing support to the Branch’s 20+ Committees;
  - Liaising and coordinating with ILA leadership when appropriate;
  - Providing recommendations to Branch leadership as requested; and
  - Carrying out other related responsibilities as directed by the Board.