

JOB DESCRIPTION
Managing Director, Midsize Firm
(65 lawyers, one office location)

The Managing Director of the Firm shall have the following duties, responsibilities, authority and powers together with all others necessary of beneficial to performance of the office.

Essential Duties and Responsibilities

- Manage the day-to-day affairs and business of the Firm.
- Provide leadership to the Board and its committees in formulating, developing and evaluating the Firm's goals and policies.
- Foster an atmosphere of cooperation among the lawyers and support staff and administrative personnel.
- Supervise Firm affairs overall.
- Prepare the agenda for each Board meeting and for each meeting of the Executive Committee.
- Preside at all meetings of the Board and the Executive Committee.
- Prepare and present to the Board, for approval at the December meeting, an operational budget and capital expenditure budget for the following calendar year.
- Appoint, with the approval of the Executive Committee, committees and designate their chairs.
- Refer to the Executive Committee for review and recommendation to the Board matters pertaining to the election of lawyers to directorship of the Board.
- Vote on any question, in his discretion and cast a vote in order to break a tie vote of Directors.
- After consultation with Department Chairs, recommend to the Executive Committee for decision all matters pertaining to the hiring, evaluation, discipline, and termination of all associate lawyers and paralegal personnel.
- Staff all positions in the Firm, except lawyer positions, including hiring, assignment, evaluation, discipline and discharge of all support staff personnel and al administrative personnel.

TheRemsenGroup

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- Subject to approval of the Executive Committee, appoint, as Department Chairs, Directors possessing the highest professional and leadership abilities.
- Evaluate the performance of the Department Chairs on a continuing basis.
- Subject to the advice and consent of the Executive Committee, remove from office any Department Chairs.
- Recommend to the Executive Committee for final action the assignment, reassignment and transfer of lawyers and paralegal personnel to and from Departments.
- Recommend to the Executive Committee guidelines, for all Departments, for the acceptance, assignment and staffing of cases.
- Review and mediate interdepartmental issues, and refer to the Executive Committee for decision any such issue which is not resolved by mediation.
- Establish and maintain accounting systems to account for and safeguard all funds of the Firm, including investment of Firm funds in interest bearing accounts.
- Execute all contracts on behalf of the Firm.

September 2012