

DATE

**VIA EMAIL**

EXECUTIVE DIRECTOR

ADDRESS

CITY, CA ZIP

email address

Re: Offer Letter – Executive Director of the SFBA Chapter of the ACC

Dear EXECUTIVE DIRECTOR:

I am pleased to extend to you this full-time employment offer to join the San Francisco Bay Area Chapter of the Association of Corporate Counsel (the “Chapter”) as Executive Director. This offer of employment is conditioned upon confirmation that you are legally eligible to work in the United States and the completion of the documentation and paperwork required by Emplicity, Inc. (“Emplicity”). Emplicity is the professional employer organization used by the Chapter and will be your official employer and the Chapter will be co-employer. Upon your acceptance of this offer of employment and satisfaction of the conditions, your start date will be on or about START DATE.

The following points are relevant to this offer of employment.

1. **DUTIES:** You will report to the Chapter’s President. The Executive Director supports the Chapter Officers, Board of Directors and Chapter Leaders with the day-to-day administration and organization of the Chapter and all Chapter events, and provides assistance to Chapter members, as needed. Responsibilities will include, but not be limited to, as described in Attachment A, Executive Director - Job Description, incorporated herein by reference.
2. **EMPLOYMENT AT WILL:** Your employment with the Chapter is “at will,” which means that either you or the Chapter has the right to terminate this employment arrangement at any time, with or without notice, and with or without cause. This policy of “at will” employment is the sole and entire agreement between you and the Chapter as to the duration of employment and the circumstance under which employment may be terminated and can only be changed in a written agreement signed by the President of the Chapter.
3. **COMPENSATION AND SCHEDULE:** You will be compensated at the annual starting salary of $SALARY which is paid on a bi-weekly basis. As an exempt employee you will be expected to be available to work Monday through Friday generally from the hours of 8:00am to 5:00pm, though these hours may fluctuate based on the commitments of the Chapter. You will be reimbursed for reasonable and necessary expenses as required by law.
4. **EMPLOYMENT AGREEMENT:** As part of the Chapter’s employment offer process, an employment agreement and post-hire information packet is required to be completed for all new employees. Please complete the attached post-hire documents which will be provided to you via an Emplicity portal.
5. **CONDITIONS OF EMPLOYMENT:** This employment offer is conditional and subject to normal verification of your eligibility to work in the United States.
6. **BENEFITS:** Following are the benefits offered to you by the Chapter in 2023. The Chapter reserves the right, at its sole discretion, to modify, add to and terminate the benefits offered to Chapter employees at any time.
* **Vacation Time:** You shall accrue up to twenty (20) days of paid vacation as you work throughout the year, accruing weekly. Paid vacation cannot be used until you have completed 90 days of employment with the Chapter and should be approved in advance. Accrual of earned but unused vacation shall be capped at thirty (30) days.
* **Sick Days:** You are eligible to take three (3) paid sick days each year. Paid sick days may be used beginning on the 90th day of employment with the Chapter. Unused sick days carry over to the following calendar year, but accrual of earned but unused sick days shall be capped at six (6) days. Additional details regarding paid sick day policy is available through Emplicity.
* **Holidays:** Paid Holidays are provided on New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the day after, and Christmas Eve and Day.
* **Retirement Benefits.** The Chapter offers a 401k plan. There is no employer matching of contributions. You may arrange with Emplicity to enroll and make elective salary deferrals.
* **Health and Welfare Benefits.** The Chapter does not sponsor medical, vision, dental benefit plans. However, the Chapter will provide you a monthly $STIPEND stipend to contribute to your own costs for health insurance. Optional coverage may be obtained through Emplicity at your own expense.
1. **EMPLOYMENT TERMS AND CONDITIONS:** With the exception of employment at will, terms and conditions of employment with the Chapter may be modified at the sole discretion of the Chapter with or without cause or notice at any time. No implied contract concerning any employment related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Chapter include, but are not limited to, the following: promotions; demotions; compensation; benefits; work assignments; job duties and responsibilities; work hours and schedules; or any other terms and conditions as determined by the Chapter.
2. **ACKNOWLEDGMENT**: This offer shall remain open until the close of business OFFER END DATE. Any acceptance postmarked/transmitted after this date will be considered invalid. Please acknowledge your acceptance of this offer and these terms and conditions below and retain a copy for your personal records.

On behalf of the Chapter, I wish to welcome you to the Chapter and wish you success in your new position. If I may be of assistance to you, please do not hesitate to contact me.

Very truly yours,

PRESIDENT, President

ACC-SFBA

**ACKNOWLEDGMENT**: I agree to and accept the foregoing terms and conditions of employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment A**

**Executive Director**

**Summary:** The Executive Director supports the Association of Corporate Counsel San Francisco Bay Area Chapter’s (“Chapter”) Officers, Board of Directors and Chapter Leadership with the day-to-day administration and organization of the Chapter and all Chapter events, and provides assistance to Chapter members, as needed.

**Primary Requirements and Remote Support**: Must maintain primary residence in the Bay Area, have the ability to travel to Chapter events around the Bay Area, and work remotely via email, internet, and phone.

**Primary Duties and Responsibilities:**

**General**

* Support the Chapter’s Officers and Board of Directors by performing administrative tasks, as needed, and by responding in a timely fashion to requests from Chapter Leadership, as may be prioritized from time to time by the Chapter Officers.
* Administer and maintain the Chapter website, files, and ACC online portal.
* Prepare and distribute communications and related materials to the Chapter Leadership and members as needed.
* Update the Chapter Leadership on administrative issues, feedback from Sponsors and members, programming issues, and other matters, as needed, at the Chapter Leadership meetings.
* Work with California State Bar authorities to maintain CLE provider accreditation of the Chapter and its CLE programs.
* Organize, plan, and attend Chapter Leadership planning and board meetings as directed.
* Work with ACC HQ regarding updates, initiatives, and networking with other Chapter EDs and administrators

**Marketing/Sponsorship**

* Support the Chapter’s Sponsorship Committee in marketing sponsorship opportunities directly to law firms, legal services vendors, and others.
* Support and act as a liaison with, Chapter Sponsors and assist the Sponsorship Committee with securing sponsors for Chapter events, as needed.
* Speak with Chapter members at events and programs to learn about their needs and desires and keep Chapter Leadership informed on issues of concern to Chapter members.
* Support the Chapter’s social media strategy.
* Develop innovative ways to market and promote the Chapter.

**Programs/Events**

* Support the Chapter with programming and scheduling matters as they arise.
* Oversee the registration system for Chapter events and process event registrations, including creating and sending out event reminders, and processing sign in sheets and CLE certificates.
* Coordinate the logistics for Chapter events working with Chapter Leaders, Committee chairs, the venues, service providers and sponsors of Chapter events.
* Attend all Chapter events and coordinate Chapter leader attendance; Attend ACC Annual Meeting.

**Membership**

* Assist the Chapter’s Membership Committee with local and ACC HQ membership drives and promotion.
* Serve as a gatekeeper and liaison for routine inquiries and answer questions from members, non-members, and Chapter Leadership.

**Newsletter/Mailing Lists**

* Assist Chapter Leadership to create and distribute the Chapter’s electronic newsletter, weekly updates, and other mailing list notices.