

**CHIEF EXECUTIVE OFFICER: Job Description**

Under the direction of the Board of Management, the Chief Executive Officer is responsible for the successful leadership and management of the Centre, according to the policies and strategic direction set by the Board.

Responsibilities overview:

* Leadership and management of operations, programs, human resources, financial planning and management, public and community relations, resource development, and risk management.
* Provision of supervision to direct reports as outlined by the Centre organisational chart.

**Duties and Responsibilities**

1. Oversee the planning, implementation, and evaluation of the Centre's programs and services. Ensure that service provision aligns to the Centre’s mission and reflects the priorities of the Board.
2. Oversee the efficient and effective day-to-day operation of the Centre.
3. Attend all Board meetings. Identify, assess, and inform the Board of internal and external issues that affect the Centre.
4. Work with the Board and staff to secure and maintain funding for the operation of the Centre. Ensure data is maintained in CLASS, identify funding opportunities and fulfil application and reporting requirements.
5. Professionally represent the Centre in the community.
6. Ensure the overall financial management of Centre, following financial policies and procedures.
7. Ensure the overall supervision and management of Centre personnel following policies and procedures.
8. Conduct orientation, document on-going performance, and completes performance appraisals for all staff supervised by this position.
9. In collaboration with relevant stakeholders, embed our vision and strategic plan. Regularly report strategic plan progress to the Board.
10. Maintain accountability, with program and financial reporting requirements met for funding body/s.
11. Communicate with stakeholders about the work of the Centre, and identify changes in community need.
12. Establish relationships and grow collaborative arrangements with a broad range of stakeholders to achieve the goals of the Centre
13. Oversee maintenance of policies for the approval of the Board and promote procedures to implement the policies; review existing policies regularly and recommend changes to the Board as appropriate
14. Identify and meet Board training needs. Provide new Board member orientation about the Centre.
15. Management of Centre facilities and resources.
16. Ensure the Centre maintains strong Community Legal Centres Australia accreditation.
17. Maintain strict confidentiality regarding Centre, financial, personnel, and client information
18. Perform all other duties that advance the LCLC as deemed necessary by the Board.



**Organisational Chart**