

DATE OF POSTING: February 19, 2018

TERMINATION DATE FOR APPLICATION: March 2, 2018

POSITION: GENERAL COUNSEL
Michigan Education Association

COMPENSATION/BENEFITS: To be determined

RELATIONSHIP: Responsible to
MEA Executive Director

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: Michigan Education Association
Executive Office
Attn: Mike Shoudy
1350 East Kendale Blvd.
P.O. Box 2573
East Lansing, MI 48826-2573

RESPONSIBILITIES include, but are not limited to:

Responsible for the day-to-day operations of the Legal Services Department.

Provide legal advice and counsel to the MEA Representative Assembly, the MEA Board of Directors, the MEA Executive Committee, the MEA Officers, Commissions/Committees of the MEA, the MEA Executive Director and managers and departments of the MEA.

Develop procedures and coordinate activities to provide legal advice and assistance to MEA, its affiliates, and associated organizations.

Represent MEA, its affiliates, and/or members before courts and administrative agencies as directed.

Recommend whether MEA should appeal adverse decisions.

Provide legal advice and counsel on legislation, both pending and enacted.

Represent the MEA, as assigned, in dealing with the media and public concerning legal matters affecting the MEA.

General Counsel

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RESPONSIBILITIES (continued):

Recommend budgetary and staffing needs for the Legal Services Department.

Implement the budget of the Legal Services Department.

Monitor the expenditure of legal service funds to ensure that requirements for NEA Unified Legal Services Program (ULSP) DuShane Legal Management System (DLMS) reimbursement are met and oversee process for obtaining reimbursement from the NEA.

Supervise staff within the Legal Services Department.

Oversee legal work and billings of the outside law firms.

Coordinate and supervise the authorization of legal services for the representation of affiliates and members pursuant to the MEA Legal Services Policy.

Facilitate Article X hearings before the MEA Executive Committee.

Recommend and coordinate actions of the Legal Services Department and other MEA departments for granting religious objector status and collection of agency fees from nonmembers.

Make the initial decision whether MEA should fund the pursuit and/or appeal of specific legal cases on behalf of MEA affiliates and members through the application of the requirements of the Legal Services Policy, subject to review by the MEA Executive Director.

Develop, coordinate, and present legal trainings for MEA leaders, members, and staff.

Coordinate actions to ensure coverage of claims insured under MEA and/or NEA liability policies, i.e., Educators Employment Liability, Association Professional Liability, and Fidelity Bond programs.

Provide advice and counsel to leaders and staff on governance issues.

Coordinate and supervise the MEA arbitration representation and reimbursement process.

Provide counsel on corporate legal matters, including compliance with labor agreements and applicable laws, as assigned.

Other duties as assigned by the MEA Executive Director.

General Counsel
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MINIMUM QUALIFICATIONS:

Juris Doctor (J.D.) degree or LL.B from a nationally accredited law school;

Admittance to practice law before the courts of the State of Michigan and federal courts;

Demonstrated leadership skills and management abilities;

Knowledge of the structure and program objectives of MEA;

Experience in budget development and administration;

Commitment to the labor movement;

Knowledge of organizing.

Updated 2/16/18