



Arkansas Bankers Association

Director of Government Relations

Job Description

September 2018

COMPANY BACKGROUND/CULTURE

Founded in 1891, the Arkansas Bankers Association (ABA) is a trade association of Arkansas financial institutions, which currently includes more than 2,300 branches, \$106 billion of assets and \$85 billion of deposits. Based in Little Rock, the ABA acts as the official representative of member banks in matters of state legislation and regulation. The Association typically opposes legislative measures which would hamper our members' ability to serve the needs of their banking customers. Additionally, the Association actively pursues legislation that will benefit the industry and the public at large. The Association also works closely with the American Bankers Association on the many regulatory and legislative issues coming out of Washington, D.C.

ABA represents the entire banking industry. ABA staff members are tireless fighters for their members' success, marshalling the talent, energy and perspectives of staff experts and members to achieve results. The association provides a wealth of information to keep bankers abreast of top priorities, including information on key issues and updates on recent legislative and regulatory matters.

The mission of the Arkansas Bankers Association is to advance a positive environment for Arkansas banking and foster safe, profitable and successful banks that promote strong communities and a vibrant Arkansas economy.

ABA is governed by a Board of Directors representing 95 percent of banking institutions of all asset and deposit sizes from across the state. Their membership brings together community and regional banks and branches, includes small and large institutions holding state and national charters, thrift charters and non-Arkansas charters, with thousands of branches across Arkansas.

JOB SUMMARY/ SCOPE OF RESPONSIBILITIES:

Under the supervision and direction of the Board, Chairman, and President, the Director of Government Relations is responsible for the Government Relations Programs of the Association and its subsidiaries. Works with bank members within areas of bank regulation and compliance. Responsible to represent Arkansas Bankers Association (ABA) and lead and/or speak at meetings and events both in and outside of the office. Local business travel is required during business day and after hours, although some out-of-area and overnight travel is also required.

KNOWLEDGE/EDUCATION:

Law degree and admission to Arkansas Bar is preferred. Knowledge of basic computer skills with record keeping requirements and various selections of office machines and applications, to include Microsoft Office Work and Excel.

EXPERIENCE:

Legislative experience desired. Must be able to handle multiple tasks, manage time, prioritize work, and perform well under pressure of deadlines.

EXPECTATIONS AND RESPONSIBILITIES:

As part of the team, the Director of Government Relations must deliver excellent and professional customer service to both external and internal customers. Must act in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility and as may be required by the President to ensure that the highest quality of customer service is maintained at all times.

GOVERNMENT RELATIONS JOB DESCRIPTION:

- Implement, plan, develop, organize, evaluate and direct all government relations functions of the association.
- Plan and develop the association's state and federal legislative positions; including researching, drafting and summarizing association's legislation and legislative positions.
- Review, monitor and track state legislation
- Advocate (lobby) association positions before legislative and regulatory bodies.
- Coordinate with outside counsel and lobbying efforts, if any.
- Negotiate legislative positions and bill language with various interest groups.
- Encourage and direct grassroots lobbying efforts of bankers.
- Comment on regulatory issues and proposals, both state and federal, as appropriate.
- Promote banker involvement in the Government Relations efforts.
- General responsibility for *Legislative Updates*, *Regulatory Bulletins*, and annual *Legislative Report*, when applicable.
- Advise and assist the Professional Development Department in developing training programs within professional area of expertise.
- Provide research and information on legislation and legal issues to membership.
- Speak and represent ABA at member board and other meetings on legislative, legal and compliance issues.
- Maintain an organized filing system to facilitate retrieval of information.
- Provide all appropriate information to members and/or vendors.

BankPac

- Implement, plan, develop, organize, evaluate, and direct participation in fundraising BankPac efforts.
- Evaluate, recommend, and coordinate delivery of disbursements.
- Supervise, review and monitor information systems, compliance and reporting activities.

COMMITTEES/EVENTS

- Chair, serve on, participate in, and/or represent ABA at various committee meetings as required or appointed by the Board, Chairman, and President.
- Plan and supervise two to four legal and/or compliance-related education programs for the association.
- Coordinate meetings, communications, and activities of the Government Relations Committee and Bank Lawyer Committee.
- Plan and implement annual Trust Conference and other meetings necessary for the functioning of the Trust Committee.
- Coordinate the activities of the Trust, Disaster Response, or other committees.
- Involve Trust Committee in review and development of legislative and administrative issues, as necessary.
- Coordinate annual Washington trip of Government Relations Committee.
- Coordinate Legislative Luncheons or Legislative Reception.
- Coordinate the activities and efforts of BankPac Committee and Government Relations Advisory Committee.
- Implement recommendations from established committees to improve services to members.
- Participation in strategic planning by attending annual session and implement identified opportunities for improvement and monitor outcomes for modifications.

LEADERSHIP/MANAGEMENT:

- Demonstrate knowledge of the Arkansas Bankers Association's mission.
- Demonstrate ability to assist other employees in a manner that defines a clear, productive procedure that is effective and efficient in the day-to-day activities needed to carry out job responsibilities.

STAFF DEVELOPMENT:

- Assist in the orientation of newly assigned personnel as directed.
- Develop and maintain a good working rapport with inter-departmental personnel; as well as other departments within the facility.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis; as well as a calm environment.

APPLICATION

Applicants should e-mail a resume to bill.holmes@arkbankers.org no later than September 15, 2018.