



**General Counsel**  
*Tampa, Florida*

**VETTED  
SOLUTIONS**  
A PASSION  
FOR PURPOSE

## **POSITION DESCRIPTION**

BICSI seeks a General Counsel who has built a strong legal portfolio and brings a proactive and visionary approach to meet the needs of today's business landscape in a way that will help shape the information and communications technology (ICT) profession and BICSI's future. The GC will serve on the executive team — reporting to the Executive Director and CEO — and will play a key role in setting overall organizational strategy, collaboratively supporting the senior leadership team and ensuring alignment between legal and business strategies.

## **SAVVY BUSINESS PARTNER**

To execute on the BICSI Strategic Plan, the General Counsel must be a credible and reliable business partner to the Executive Director/CEO and senior leadership team, who adds value through strategic business advice around all association activities. The organization will explore and focus on new business opportunities that will benefit the association and its members. This individual will play a key role in structuring and advancing BICSI's global activities in a manner that ensures a significant return on investment. As a partner, the GC discusses challenging issues with peers and seeks solutions, which requires an increasing demand for a combined legal and business acumen.

- The GC contributes as a member of the Senior Leadership Team broadly to non-legal business matters and is conversant discussing them with senior leadership, the Executive Director/CEO, and the Board of Directors.
- Adept at creating partnerships of trust and respect with internal and external key stakeholders.
- Sees the big picture and connects the dots across the organization.
- Visionary skills to look forward at how scenarios play out, anticipating risks and opportunities, and contributing to effective decision-making in a holistic business-focused context.
- Financial knowledge of the organization beyond the legal function, which includes budgeting, forecasting, and key drivers and levers of cost in the organization.

## **SITUATIONAL LEADER**

The General Counsel exhibits political savvy, adaptability, and flexibility working with a broad range of internal constituencies and modifies their leadership and management style to meet the changing needs of the organization, leadership, staff, and components. Serving as a situational leader, the GC prioritizes and communicates key business points, while identifying potential legal issues and assisting in seeking viable and compliant solutions. The GC analyzes problems and obstacles, proactively playing a key role in providing legal advice and alternative solutions across the organization through an entrepreneurial lens.

- As the ICT profession is changing, so does the GC's role within the organization to achieve greater impact for our work on behalf of those we serve.
- Engages with diverse leadership styles and personalities. Adapts personal style for interpersonal and communication effectiveness. Builds trust-based relationships.
- Collaboration is essential across the association, ICT profession, and our global community to develop solutions.
- Displays comfort and ability to lead "what if" situations and discussions, anticipating possible changes in the association and in the legal environment, analyzing what risks and opportunities exist, may arise, or be created in the future.
- Entrepreneurial thinking and approaches align with a team committed to bold action and meaningful change with a sense of urgency required by the challenges of our time.

## CREDIBLE LEGAL AND ETHICAL LEADERSHIP

Fundamental to the General Counsel position are traditional in-house legal functions. The GC will draw upon a deep knowledge of the law, regulations, and ethical standards with broad experience in providing advice and counsel to the Executive Director/CEO, executive leadership, and Board of Directors.

Ongoing and regular legal matters and risk management advice focus on:

- **Governance** – Provide advice and counsel to the BICSI Board of Directors and on the association’s governing documents requirements (including Bylaws and Board policies), applicable federal, state, and local laws relative to the Board’s meetings, work, and governance. Responsible for ensuring that the Annual Business Meeting and annual elections comply with Bylaws and state of incorporation nonprofit requirements. As a partner, proactively deliver counsel and legally compliant strategies for potential changes to the association governance structure and practices as BICSI evolves toward a more progressive and effective organization meeting the future profession’s needs and its corporate responsibility.
- **Ethics** – As counsel, serves as a resource to the Board and BICSI leadership keeping abreast of serious ethical and foundational questions that affect the organization, its members, and society. Assure that ethics matters are reviewed in accordance with BICSI’s Code of Ethics.
- **Public Policy and Advocacy** – Provide guidance and interpretations that any government advocacy, public policies and position statements, comply with applicable international, federal, state, and local laws and regulations. The General Counsel’s Office also oversees a range of legal matters which include:
- **Antitrust** – Serve as the association’s antitrust expert, providing advice and counsel to staff, committees, task forces, and internal constituencies.
- **Contracts** – Oversee the legal contract review process, including providing assistance with drafting, reviewing and negotiating contracts on behalf of BICSI in collaboration with staff. Develop and manage a contract tracking and management system, including contract proposals to ensure the association’s interests are protected, intended purposes accomplished, and contracting issues are handled in an efficient and compliant manner. Most contracts cover legal aspects of business partner relationships, such as hotels, product and services vendors, and leases.
- **Intellectual Property** – Manage BICSI’s intellectual property portfolio, including responsibility for registering, maintaining, and ensuring protection of copyright and trademark interests. Provide legal review and guidance on license agreements. Pursue and ensure that infringement matters are handled in a timely and effective manner.
- **Tax and Legal Implications** – Provide advice on various corporate structures and entities.
- Creates legal resources for the Executive Director/ CEO and Board which develops their capacity to perform their roles more effectively.
- Coordinates BICSI’s selection and utilization of outside counsel if needed.
- Assembles legal teams of internal and external resources efficiently and effectively if and when needed.

## **OTHER RESPONSIBILITIES**

- Provide counsel on organizational employee relations and employment law matters.
- Maintain an active, visible external role in the association and member communities to keep abreast of legal best practices and trends.
- Participate in negotiations for large capital and operational leases, contracts, and other expenditures.
- Lead or contribute to special projects as assigned by the Executive Director/CEO.

## **FREQUENT CONTACTS**

- BICSI Board of Directors
- BICSI Staff
- Outside counsel
- Regulatory agencies and other government officials
- External consulting firms

## **BUDGET RESPONSIBILITY**

The General Counsel will be responsible for budgets related to the legal activities and staff assigned to the functional area.

## **QUALIFICATIONS AND ESSENTIAL SKILLS**

BICSI's General Counsel will be a business partner, as well as legal advisor and counsel, with an entrepreneurial approach. The GC will seek to add value as a leader, team player, or contributor, in order to positively contribute to the association's mission and vision. The successful candidate will possess:

- Juris Doctorate (J.D.) degree from an ABA-accredited law school and admission to practice law in the State of Florida.
- A minimum of 15 years of broad-based legal experience, including areas such as corporate, not-for-profit, governance, contracts, antitrust, intellectual property, employment, litigation, and ethics.
- Proven General Counsel experience at a senior level in a professional association or society or nonprofit is helpful.
- A career history that reflects high integrity and a strong ethical reputation.
- Proven commitment to equity, diversity, and inclusion (EDI) as essential to one's leadership philosophy and style.
- Experience developing global business strategies a plus.
- Demonstrates strong written and verbal communication skills combined with gravitas and executive presence. Effective in presenting and communicating with large and small audiences, significant decision makers, the Board, and employees. Engenders confidence and credibility with the CEO, Board and other business leaders.
- Innovation and change management perspective, exploring best practices (i.e., internally and externally) and consistently seeking improvements and efficiencies in how work is done and legal services are delivered.
- Experience advising organizations with multiple and geographically dispersed business locations, international presence and operations.
- Relationship-building and social skills to collaborate with peers, organizational leadership, and membership.
- Demonstrated ability to work cross-functionally and in a collaborative leadership and participant style.
- Staff and team management and development experience, especially around developing and retaining talent.
- Results-oriented self-starter with the ability to think strategically and work on fast-paced, dynamic issues.

## ABOUT BICSI

With a budget of \$14M and a staff of 59, BICSI is a professional association supporting the advancement of the information and communications technology (ICT) community. ICT covers the spectrum of voice, data, electronic safety & security, project management and audio & video technologies. It encompasses the design, integration and installation of pathways, spaces, optical fiber- and copper-based distribution systems, wireless-based systems and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices. BICSI provides information, education and knowledge assessment for individuals and companies in the ICT industry. BICSI serves more than 20,000 ICT professionals, including designers, installers and technicians. These individuals provide the fundamental infrastructure for telecommunications, audio/video, life safety and automation systems. Through courses, conferences, publications and professional registration programs, BICSI staff and volunteers assist ICT professionals in delivering critical products and services and offer opportunities for continual improvement and enhanced professional stature. Headquartered in Tampa, Florida, USA, BICSI membership spans nearly 100 countries.

## BICSI MISSION

Advancing the information and communications technology (ICT) profession.

## BICSI VISION

BICSI will be the preeminent ICT resource for the Connected World.

## WEB PRESENCE

[www.bicsi.org](http://www.bicsi.org)

**Vetted Solutions** is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

For confidential consideration, please email your resume and cover letter to:  
[BICSIGCsearch@vettedolutions.com](mailto:BICSIGCsearch@vettedolutions.com) or call +1 202 544 4749.

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