



## **Who is the Texas Bankers Association?**

The Texas Bankers Association (TBA) is the largest and oldest state banking organization in America. Founded in 1885, TBA advocates for nearly 400 of its member banks in Austin and Washington; trains more than 10,000 bankers annually; provides nationally-recognized community banking services in 48 states; and invests in Texas communities through financial literacy, scholarship and charitable activities. TBA houses community bank technology innovation and cybersecurity hubs to advance member competitiveness and security. A not-for-profit, 501(c)(6) entity, TBA has also serves as the umbrella to three for-profit subsidiaries and a non-profit foundation – all totaling nearly 80 employees across the enterprise. We pride ourselves on our collaborative, problem-solving team culture in which we embrace proactivity, innovation, and excellence in service to our member banks of every size.

## **What our team Needs:**

Reporting to the General Counsel, the **Deputy General Counsel** supports the legal representation of TBA, its subsidiaries, committees, councils, and task forces. This support includes internal contract review and the development of policies for TBA, and its subsidiaries as needed. Building and maintaining relationships is critical. As part of the TBA Advocacy Team, the Deputy General Counsel works with state and federal legislators and regulators on legislation and regulations important to the Texas banking industry. Under the direction of the General Counsel, Deputy General Counsel will support the activities of TBA Bank Pac – the Association’s political action committee. The Deputy General Counsel will also work with outside counsel and consultants on special projects as directed by the General Counsel.

## **Key Components of the Position:**

- Policy Formulation:
  - Makes policy recommendations to the General Counsel, the President, the Board, the Executive Committee, and the Government Relations and Regional Bankers Councils regarding legal issues facing the association and regarding possible positions on legislation affecting banking.
- Planning:
  - Assists General Counsel with planning activities of Legal Department and providing input into the TBA Strategic Planning process.
- General Duties:
  - Performs corporate legal work for TBA, its affiliates, subsidiaries, Southwest Association of Bank Counsel (SWABC), and the TBA Foundation, the association’s charitable arm.
  - Coordinates periodic meetings of various councils, committees, and task forces to assure goals and missions are met.
  - Acts as a legal resource to the banking industry in Texas.
  - Assists Professional Development Department in identifying new topics for programs or publications and occasionally serves as a speaker or instructor.
  - Reviews and oversees the work of outside counsel and monitors fees.

- Research legal and legislative issues affecting banking and provides input to the General Counsel on banking issues.
- Provides expert testimony or written communication to regulatory bodies, the State Legislature, Congress, committee hearings and other venues regarding issues affecting the financial industry as requested by the General Counsel.
- Oversees the functions of TBA's grassroots database and manages grassroots advocacy campaigns.
- Analyzes and monitors all legislation affecting the financial industry.
- TBA Publications:
  - Assists with publication of weekly State Issues Update during the legislative session
  - Assists with publication of Legislative Report following each legislative session.
  - Contributes articles to bimonthly Texas Banking magazine as needed.
- Lobbying and Legislative Activities:
  - Working with General Counsel and TBA Chief Political Strategist, coordinates the planning and execution of TBA's state lobbying and legislative efforts.
  - In non-legislative years, activities may include preparation of reports or testimony for interim studies and research on issues, which may be the subject of future legislative efforts.
  - In legislative years, reviews and analyzes bills; attends committee hearings and provides oral or written testimony as assigned; prepares items for the weekly State Issues Update; assumes primary responsibility for monitoring the progress of various bills and reports developments to the General Counsel on a weekly basis.
  - Participates in meetings of the various trade groups.
  - Assists in preparation of the post-session Legislative Report and participate with the General Counsel in the Legislative Update seminar series.
- Regulatory Agency Relations Activities:
  - Prepares TBA's state and federal regulatory agency relations activities.
  - Attends meetings of various state and federal regulatory agencies.
  - Prepares comment letters on proposed new and amended regulations.
  - Assists public officials who make inquiries about banking related issues.
  - Provides briefs, memoranda, or other input relative to Attorney General opinion requests.

#### Position Relationships:

- Membership:
  - Frequent personal and phone contact with membership regarding compliance questions, publications, state and federal legislative and regulatory activities, PACs, and amicus briefs.
  - Assists with the coordination of in-district meetings with state and federal legislators and maintains grassroots database.
- Governing Structure:
  - Frequent contact with TBA Officers and Board of Directors regarding policy issues. Under the direction of the General Counsel, build legislative interest across all TBA Councils, with



primary focus on the TBA Government Relations and Regional Bankers Councils. Provides legal counsel to TBA subsidiaries and the Texas Bankers Foundation.

- Government/Legislative:
  - Establish and maintain key relationships for state legislative and regulatory activities. Assists General Counsel with federal legislative and regulatory matters.
- Public:
  - Occasionally appears before the media to discuss banking issues. Occasionally speaks to public groups.

### **Essential Qualifications & Characteristics:**

- 3 - 5 years legal experience, either in a private law firm, government agency, or trade association, or any combination of such experience. Experience in banking or banking related issues is preferred.
- A J.D. degree from an accredited law school and a license to practice law in Texas and membership in good standing of the State Bar of Texas.
- Undergraduate or graduate degree in government, political science, or finance helpful, but not required.
- Experience as an attorney in private practice representing financial institutions, as counsel to a financial institution's regulatory agency or legislative body, as counsel to a trade association, or as counsel to a state or federal legislator or regulator, or any combination of such experience is preferred.
- Superior writing and oral communication skills.
- Applicants will be asked to furnish a writing sample.
- The ability to speak before industry/public groups is essential. Applicants should furnish a list of any previous public speaking engagements.
- Applicants must be willing and able to travel on an as-assigned basis.
- Applicants should be proactive, self-motivated, highly driven, and results oriented.
- Strong interpersonal skills to interact positively with members, stakeholders, and all employees.
- Excellent knowledge of Microsoft Office Suite, and other web-based applications.

The Texas Bankers Association is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Texas Bankers Association makes hiring decisions based solely on qualifications, merit, and business needs at the time.