

Legal Advisor

Reports to: Medical Director and Board of Directors

Schedule Requirement: The legal advisor's time commitment will be on as needed basis. The advisor may, occasionally, have to be available during some weekdays/evenings to assist in certain tasks and/or address unexpected urgencies and time-sensitive deadlines.

Tasks includes:

- Board Governance:
 - o Assist the Clinic's Board of Directors in overseeing and governing the organization, ensuring that its assets are used exclusively to further the organization's tax-exempt purposes.
 - o Ensure the Clinic is in compliance with laws at both the state and federal level by helping the Board navigate related issues, while also serving as a strategic advisor on other non-legal questions facing the Board.
 - o Serve as a mediator in times of conflict between Board members or between the Board and the Medical Director.
- Employment Issues:
 - o Help the Clinic make appropriate, legally compliant employment decisions that protect the organization and its employees.
- Document Drafting and Review:
 - o Conduct in-depth review of contracts and other formal documents prior to the Clinic committing to them and highlight areas of concern as well as areas for potential negotiation to minimize expenditures and liability for the Clinic.
 - o Draft and necessary contracts needed by the Clinic, minimizing unnecessary expenditure or waste of organizational resources while adhering to the Clinic's goals.
- Intellectual Property:
 - o Be knowledgeable about the peculiar aspects of intellectual property law that may be applicable to protecting the Clinic's intellectual property.
- Outside General Counsel:
 - o Be experienced in working with nonprofits to effectively handle random legal questions and ensure the Clinic's tax-exempt purpose is not threatened by the legal issues that arise.