

## **Position Description Executive Director**

### Basic Function

Serves as chief staff executive, recommends and participates in the formulation of policies and makes decisions within existing policies as they have been approved by the Board of Directors. Plans, organizes, directs and coordinates the staff, programs and activities of the council to assure that objectives are attained, plans fulfilled, and member needs met. Maintains effective internal and external relationships. Achieves economical, productive performance, forward-looking programming and constructive growth of the council.

### Duties, Responsibilities and Authority

Within the limits of the constitution, bylaws and policies, the Executive Director is responsible for and has commensurate authority to accomplish the duties set forth below:

1. Sees that the Board of Directors and Executive Committee are kept fully informed on the conditions and operations of the council, and on all important factors influencing them. Attends all meetings of the Board of Directors and Executive Committee.
2. Plans, formulates and recommends for the approval of the Board of Directors policies and programs that will further the objectives of the council.
3. Executes all decisions of the Board of Directors except when other assignments are specifically made by the Board.
4. Develops policies, procedures and programs to implement the general goals and objectives established by the Board of Directors and Executive Committee.
5. Establishes a sound organization structure for the headquarters' office.
6. Directs and coordinates all approved programs, projects and major activities of the headquarters staff.
7. Recruits, hires, trains and motivates association staff personnel. Responsible for all promotions and terminations.
8. Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews and maintaining a competitive salary structure.
9. Provides the necessary liaison and staff support to committee chairs and committees to enable them to properly perform their duties. Sees that committee decisions and recommendations are submitted to the Board of Directors for consideration and approval.
10. Executes contracts and commitments as may be authorized by the Board of Directors.
11. Promotes interest and active participation in the council's activities and reports activities of the Board and the council through the communications media of the organization.

## Executive Director Description – Page 2

12. Maintains effective relationships with other organizations, both public and private, and sees that the position of the council and its members is enhanced in accordance with the goals and objectives of the organization.
13. In cooperation with the Secretary-Treasurer, develops, recommends and upon approval operates within an annual budget. Insures that all funds, physical assets, and other property of the council are appropriately administered and safeguarded.
14. Plans, organizes and directs membership promotion and retention programs, evaluates results and recommends policies, procedures and action to achieve membership goals. Collects dues and terminates delinquent members.
15. Plans and conducts annual membership meeting and conference, utilizing a volunteer advisory committee in the development and execution of conference programming. Exercises control of conference budget and all arrangements in an effort to meet financial objectives.
16. Maintains official minutes of Board of Directors and other official meetings of the organization, provides security for all files, legal and historic documents, membership and mailing lists.
17. Responsible for the planning, promotion and administration of all official meetings of the organization.
18. Plans and executes all communications to the general membership which include newsletters, general mailings, news releases, research reports, publications, etc.
19. Carries out such other general responsibilities as may be delegated by the Board of Directors.

### Relationships

- Responsible to the Executive Officers for the administration of the headquarters office and for proper interpretation and fulfillment of all functions, responsibilities, authority and relationships. Reports directly to the President.
- Ex-officio member of the Board of Directors and Executive Committee, without the right to vote.
- Staff liaison to all committees and provides liaison between the committees and the Board of Directors.
- Works closely with Directors in the execution of their responsibilities.
- Maintains relationships with other associations, industry, government, public service organizations and vendors as are desirable or necessary in the best interests of the council and in conformity with the overall goals and objectives of the organization.
- Establishes such relationships as the Board of Directors may specify or as deemed advisable in the best interests of the council.