

## **POSITION TITLE: EXECUTIVE VICE PRESIDENT**

### **BASIC FUNCTION:**

Serves as the chief executive officer, responsible to the Board of Directors for the effective management of the affairs of the Association. Recommends and participates in the formulation of Association mission, goals, and objectives and related policies. Within that framework plans, organizes and directs the staff, programs, and activities of the Association.

### **SPECIFIC RESPONSIBILITIES:**

Within the limits of the by-laws of the association and policies established by the Board of Directors, the Executive Vice President is responsible for the following:

### **OPERATIONS:**

1. Responsible for the implementation of the Association's Strategic Plan.
2. Responsible, in consultation with the Executive Committee, for negotiation, development and management of outside service providers and consultant agreements
3. Responsible for analysis and implementation of effective and efficient administrative policies and procedures for the Association, including those for membership and finance.
4. Recruits, hires, and trains staff and administers an effective personnel program which includes position descriptions, performance standards, performance appraisals, and a compensation system.
5. Ensures the legal integrity of the Association.

### **FINANCIAL MANAGEMENT:**

6. Responsible for financial plan development and managing the annual operating budget.
7. Supervise the investments and monitor the financial condition of the Association.
8. Arrange for the annual audit of the Association.

### **LEADERSHIP:**

9. Responsible for the development and maintenance of effective internal and external public relations both directly and through delegation to appropriate staff, consultants and volunteers.
10. Represent the Association as chief staff spokesperson to the media, at related association events, with academia and other external and internal audiences.
11. Maintains an effective relationship with lobbyist for the provision of an government relations program that represents the interests of the Association membership with legislative and other governmental departments and agencies as appropriate.

### **MEMBER SERVICES:**

12. Responsible for the full program and service offering of the Association in conjunction with staff and volunteers.
13. Maintain and improve the quality of programs and services as perceived by the members.
14. Identify and develop new member services supportive of the priority objectives of the Strategic Plan.
15. Responsible for conducting research necessary to the Association and its members.

### **BOARD DEVELOPMENT:**

16. Responsible for management of both the board and staff structures and operations of the Association.
17. Serve as staff liaison to the Board of Directors, Allied Council, Educational and Scholastic Foundation Board, Executive, and all Nominating Committees.
18. Responsible for effective communication with the chief elected officer and Board of Directors on issues and developments, both internal and external, affecting the Association.

### **REPORTS TO:**

Chief elected officer, the Executive Committee and the Boards of Directors of ASSOCIATION and the Educational and Scholastic Foundation.

### **EXTERNAL RELATIONSHIPS:**

Has regular contact with the elected officials and the Board of Directors and its committees on policy matters and other issues as appropriate. Maintains personal contact with the general membership. Maintains appropriate relationships with other association, industry, government, academic institutions and vendors to enhance the image of the Association and the attainment of its objectives.