

Executive Officer

This position serves as director of the association, recommends and participates in formulation of new policies and makes decisions within the bounds of existing policies. Plans, organizes, directs and coordinates the staff, programs and activities to ensure the association's mission, goals and objectives are met.

Duties, Responsibilities and Authorities:

- Informs the Board of Directors, Executive Committee and Officers on the conditions and operations of the association. Attends all meetings of the Board of Directors and Executive Committee unless noted.
- Maintains the assets of the association and investments in accordance with the established policies & procedures.
- Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the objectives of the association.
- Executes all decisions of the Board of Directors except in cases when assignments are made specifically by the Board.
- Manages the administrative operations of association.
- Directs and coordinates all approved programs, projects and major activities of staff.
- Recruits, hires, trains, supervise and motivates association staff with approval of Executive Committee.
- Establishes performance standards and goals and evaluates staff annually with coordination from Executive Committee
- Review Personnel Manual with staff as needed.
- Provides liaison and staff support to Committees to enable them to perform their assigned functions.
- Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
- Promotes membership interest and active participation in the association and reports activities of the Board and association to members by means of letters, publications or speeches.
- Develops and recommends an annual budget in cooperation with the Executive Committee and operates within the confines of established guidelines.
- Insures that all funds, physical assets and other property owned by the association are appropriately safeguarded.
- Acts as spokesperson for the association to the press, the public, legislative bodies, and related organizations.
- Develops education programs to advance the professional skills of the membership, operating within budget and program objectives.
- Oversees Membership Coordinator and Membership Committee's plans on membership promotion and retention programs.
- Provides staff support in planning and conducting all association events in conjunction with Committees and staff.
- Oversees all communications to the membership and work with staff to execute.

- Acts as a liaison with State and National Office.
- Safeguards confidential information as it applies to the functions of the association, staff and members.
- Carries out such other general responsibilities as may be directed by the Executive Committee and/or the Board of Directors.

Job Requirements

Education, training, experience:

The proper candidate will have excellent leadership skills, communication skills, typing skills, computer skills, can multi-task, use time management to meet deadlines and be flexible to work within a team management. Computer knowledge in the following: QuickBooks, Microsoft Word and Excel, Publishing Program(s), Power Point are desirable.