

Position Description – Role of Executive Director

The Position

1. The Executive Director shall be the fulltime chief paid professional staff officer of the organization and shall have the official job title of Executive Director (hereafter, referred to as ED). The ED is an employee of the Board of Directors and shall report to the elected President. Applicable laws, the bylaws, articles of incorporation and policies of the organization, as well as the individual employment contract, shall govern the terms and conditions of employment.
2. The ED shall be responsible for day-to-day operations and implementing the policies and programs of the organization as established by the Board of Directors. The ED is also responsible for the engagement of staff and other professionals.
3. The ED shall also serve as corporate secretary and shall designate, subject to the approval of the governing Board, a person to perform the duties normally performed by a Secretary.

Specific Responsibilities

1. The primary function of the ED's job must be to carry out the role, goals and mission(s) of the organization, as expressed through bylaws, policies, resolutions and actions of the Board of Directors. These goals and missions will evolve and change over time; from time to time, as goals are achieved or abandoned, new or even contrary objectives and/or missions may be set.
2. It is an important duty of the ED to balance various roles, duties and responsibilities to the different constituencies of the organization. For example, while it is an important function of the ED's position to be outward directed — toward other organizations, academia, government, the international community — the ED must understand that another primary task is the management of the assets of the organization, the staff and the organization's office. Accordingly, the ED monitors, supervises and oversees the activities and projects of the staff on a close and frequent basis.
3. A fundamental duty of the ED is to manage the finances of the organization. This entails many sub-tasks, the most important of which is to advise the Board, or its delegate(s) frequently on the financial condition of the organization, especially when budgeted income, or expenses vary significantly; to be familiar with the finances of the organization; to hire competent staff support with financial expertise; and regularly to consult with those responsible for financial affairs, such as staff, outside consultants and the Boards or its delegate(s).
4. The ED will work to maintain the organization's competitive posture within the [trade/profession/community] associations. The scope of the organization is [local/state/regional/international.]
5. The ED directs the development of short- and long-range objectives, policies, budgets and operating plans for the organization and oversees their consistent interpretation, implementation and achievement.

6. The ED provides key performance indicators to the organization leadership on tactics and objectives annually to accomplish strategic directions. The ED manages these successfully and within the financial resources of the organization.
7. The ED represents the organization to the [trade/profession/community], industry groups, membership and the general public.
8. The ED works with volunteers and the organization's leadership to implement the organization's strategic plan.
9. The ED directs an active outreach program to members, colleges and universities and to other professional organizations.
10. The ED maintains and develops effective communications and relations with the Board, officers, committee heads, other organizations (domestic and international) and with other associations and boards.
11. The ED promotes the professionalism and expertise [trade / profession / community] to relevant audiences.
12. The ED assists in identifying future issues affecting the [trade / profession / community] and creates plans for the proper role of the organization in those issues.
13. The ED builds name recognition for the organization in the public sector and increases the influence of the organization and [trade/profession/community] in the creation of public policy. The ED increases recognition of [trade / profession / community] by public policymakers. This includes engaging in advocacy on behalf of the profession.
14. The ED builds awareness and support for high standards in [trade / profession / community] among members, news media, regulators and policymakers.

Relationship to Staff

1. As the head paid professional staff person, the ED has complete control over staff, subject to oversight and general direction by the Board. The ED establishes organizational hierarchy and delegates authority and responsibility to subordinate executives regarding policies, contractual commitments, expenditures and other personnel issues, retaining ultimate responsibility to the Board and the organization. In addition, the ED, in consultation with legal counsel and/or other expert professional advice, must review all contracts to which the organization is a party before recommending approval by the Board and/or Executive Committee.
2. This means, in particular, that the ED will be responsible for hiring, terminating, disciplining, setting the compensation for, exercising general supervision, oversight of and otherwise setting all the terms and conditions for the employment of other staff consistent within the budget and policies as adopted by the Board of Directors. The ED will provide daily management to the staff in its work with members, committees and task forces.
3. ED shall recommend to the Board, for its approval, the engagement of outside paid professionals and/or consultants, such as attorneys, accountants, benefits plan administrators and those engaged from time to time to provide specialized advice to the Board.

Reporting Relations

1. The ED reports to the President of the organization. The ED, however, is subject, responsible and accountable to the Board of Directors as a whole.
2. The managers, or directors of organization departments report to the ED. These may include Legal, Marketing, Public Relations, Conference Management, Human Resources, Information Technology and Finance.

Disclaimer: This position description is not a contract. The ED's contract rights, including term of employment, grounds for termination and all other terms and conditions, are as set forth in the contract of employment between the parties. In the event of any actual or apparent inconsistency between the terms of this position description and the contract of employment or the bylaws, the contract or bylaws, as the case may be, shall govern. The organization reserves the right to modify this position description at its discretion, at any time.

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