

## Beth Brooks

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**From:** bounce-microstaff-4625130@lists.asaenet.org on behalf of Debby Ehret [dehret@mti-link.org]  
**Sent:** Tuesday, November 18, 2003 11:26 AM  
**To:** Micro Staff  
**Subject:** [microstaff] Re: ED Job Descriptions

### EXECUTIVE DIRECTOR Job Description

**General:** The Executive Director reports to the Board of Directors. Time commitment will vary between 50% - 80% of full time.

**Activities and Responsibilities:** The Executive Director is responsible for:

- . Providing strong, steady leadership for the organization based on the consensus direction given by member company representatives.
- . Day to day operations of the organization, including maintenance of office and facilities.
- . Implementing policies and decisions by the Board of Directors.
- . Ensuring that all activities are carried out with the highest level of integrity and within the financial and legal requirements of the organization.
- . Ensuring that sufficient and high quality interaction occurs between staff and member company representatives to meet the two primary missions of MTI to provide a valuable forum for information exchange and to carry out projects of interest to members.
- . Financial control of the organization, including budgeting and analysis.
- . Hiring, firing, and supervising staff and personnel.
- . Contractual arrangements involving facilities, services, and personnel.
- . Advising the Board of Directors and the membership of the financial status, direction, needs and plans of the organization.
- . Ensuring that projects are carried out in accordance with member company guidance.
- . Overseeing member relations and membership building
- . Facilitating network building among the membership
- . Communication and relationship building with other organizations
- . Knowledge building for self and for the reputation enhancement of

### MTI

**Skills and Attributes:** The single most important function of the Executive Director is to serve the membership of MTI in ways that support the mission and goals of the organization. To do this requires:

- . Ability to formulate and effectively communicate vision.
- . Highest level of integrity in all interactions.
- . A technology background in engineering or science related to materials of construction. Specific chemical industry engineering experience is preferred. A reputation for technical achievement is valued.
- . A passion for people. Ability to interact constructively with a wide variety of personalities and establish mutual respect. Ability to strike a balance in leading, team building and constructive participation to reach the goal.

. Effective communication skills - both written and verbal. The dispersed nature of the organization dictates that the Executive Director have good computer skills including word processing, e-mail, file transfers, Internet transactions, etc.

. Ability to function independently with minimal direction. The person in this position must be a mature self-starter. It is essential that the Executive Director function in a manner and style, which permits the Board of Directors, the TAC, and others as appropriate to know his views or recommendations on issues of interest.

. Strong personnel and financial management skills. Technical project management skills are advantageous.

. Ability to represent organization in any forum with informed dignity, and in a manner that reflects favorably on the reputation of the organization.

Debby Ehret  
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Materials Technology Institute  
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-----Original Message-----

From: bounce-microstaff-6842903@lists.asaenet.org  
[mailto:bounce-microstaff-6842903@lists.asaenet.org] On Behalf Of Sherry W. Hadley, CAE  
Sent: Tuesday, November 18, 2003 10:39 AM  
To: Micro Staff  
Subject: [microstaff] Re: ED Job Descriptions

Do any of you have a job description for the Executive Director that you would be willing to share with me as I have to re-write mine. Thanks in advance for your help.

Sherry W. Hadley, CAE  
Executive Director  
Airborne Law Enforcement Association  
(918) 599-0705 fax (918) 583-2353

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leave-microstaff-4625130J@lists.asaenet.org

## **Beth Brooks**

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**From:** bounce-microstaff-4625130@lists.asaenet.org on behalf of Bobbi Morgan [bobbi@aibd.org]  
**Sent:** Tuesday, November 18, 2003 11:29 AM  
**To:** Micro Staff  
**Subject:** [microstaff] Re: ED Job Descriptions

### **EXECUTIVE DIRECTOR POSITION OF AIBD DETAILED JOB DESCRIPTION:**

#### **AUTHORITY:**

Within the limits of the bylaws of the American Institutes of Building Design and by the direction of the Board of Directors, the Executive Director shall have the responsibility for and authority to accomplish the duties, obligations and goals of the Institute as set forth below.

#### **RELATIONSHIPS:**

The Executive Director shall be responsible to the Executive Committee for the administration of the headquarters office and for proper interpretation and fulfillment of all his/her functions, responsibilities and authority, and relationships.

The Executive Director shall serve as staff liaison to all committees and associated councils and provide liaison between the committees and associated councils and the Board of Directors.

The Executive Director shall visit members' offices when feasible and maintain personal contact with the membership to the greatest degree possible.

The Executive Director shall maintain such relationships with other associations, industry, government, public service organizations and vendors as are desirable or necessary in the best interest of the Institute and in conformity with the overall objectives and policy of the organization.

The Executive Director shall maintain liaison with agencies or bodies affecting labor relations.

The Executive Director shall monitor industry and professional standards development as new codes, projects, and building techniques are introduced to the industry.

The Executive Director shall establish such relationships as the Board of Directors may specify or as he/she may deem advisable in the best interest of the Institute, but in conformity with established policy.

The Executive Director shall, in cooperation with appropriate committees, administer trade shows, conventions, conferences, educational seminars, etc.

## GENERAL RESPONSIBILITIES:

1. See that the Board of Directors, Executive Committee and Officers are kept fully informed on the conditions, operations and other important or influencing considerations of the Institute.
2. Plan, formulate and recommend for approval of the Board of Directors basic policies and programs which will further the objectives of the Institute.
3. Develop specific policies, procedures and programs needed to maintain an appropriate and businesslike administration of the day-to-day operations of the Institute.
4. Execute all decisions of the Board of Directors except when other assignments are specifically made by the Board or Executive Committee.
5. Carry out such other general responsibilities as may be delegated by the officers and Board of Directors.

## SPECIFIC DUTIES:

### A. Board of Directors, Executive Committee, Standing Committees, Other Committees, Councils

1. Attend all meetings of the Board of Directors and Executive Committee.
2. In cooperation with the Treasurer, Revenue Division and Budget Committee: develop, recommend and operate within an annual budget approved by the Board of Directors. Insure that all funds, physical assets, and other property of the association are appropriately safeguarded and administered. Execute bylaw provisions with respect to an annual C.P.A. audit (or review.)
3. In cooperation with the Secretary, perform a secretarial function for the Institute, maintain official minutes of the Board of Directors and other official meetings of the organization, provide security for all files, legal and historic documents, membership and mailing lists.
4. Responsible for the planning, promotion and administration of all official meetings of the Institute.
5. Provide the necessary liaison and staff support to committee chairmen and committees and associated Councils to enable them to properly perform their functions.

### B. Headquarters

1. Establish a sound organizational structure for the headquarters office.
2. Direct and coordinate all approved programs, projects and major activities of the headquarters staff.
3. Recruit, hire, indoctrinate, train and motivate staff personnel.
4. Obtain maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews and maintaining competitive salary structure.
5. Execute such contracts and commitments as may be authorized by the Board of Directors or established policies.
6. Be responsible for the security of confidential information as it

applies to daily functions of the association and its members.

### C. Membership

1. Promote interest and active participation in the Institute's activities on the part of the membership and societies, and report activities of the Board and the Institute through the communications media of the Institute.
2. Conduct research and related projects, prepare reports and publish the results on subjects deemed of importance to the membership.
3. Develop educational programs to advance the professional/technical/managerial skills of the membership, operating within budget and program objectives approved by the Board of Directors.
4. Plan, organize and direct membership promotion and retention programs, evaluate results and recommend policies, procedures and action to achieve membership goals.
5. Collect dues and Continuing Education Units from members and terminate delinquent members.
6. Provide staff support in planning and conducting membership meetings  
(Annual Conventions, Delegate Meetings, Regional Conferences, etc.)  
Exercise control of events' budget and all arrangements to meet financial objectives.
7. Plan and execute all communications to the general membership which includes magazines, newsletters, general mailings, news releases, etc.

### D. Public Relations and Promotion

1. Plan, coordinate and conduct a public relations program to enhance public acceptance of the profession of building design.
2. Maintain effective relationships with other organizations, both public and private and see that the position of the Institute and its members is enhanced in accordance with the policies and objectives of the Institute.
3. Serve as the publisher of the official magazine of the Institute, establish its publishing policies and, in conjunction with the editor, obtain and edit articles, secure advertising and provide business management.

### Acknowledgment:

Grateful acknowledgment is given to the National Association of Home Builders for providing AIBD with the model for this Executive Director recruitment tool.

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Bobbi Morgan  
Executive Director  
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