

# Executive Director's Job Description

The Executive Director is the senior employee employed by the Association. They report to the Board of Directors and are responsible to oversee all aspects of the operation of the Association.

## **Key Area of Responsibility 1: Administration**

Typical Duties shall include but not be limited to:

- 1.1 Develop a business plan and budget
- 1.2 Banking, accounting and financial management
- 1.3 Respond to requests and communication
- 1.4 Maintain the building, site and equipment of Association
- 1.5 Purchasing in accordance with the purchase policy
- 1.6 Protection of assets
- 1.7 Maintain learner records
- 1.8 Act as the Privacy Officer of the Association

## **Key Area of Responsibility 2: Revenue Generation**

Typical Duties shall include but not be limited to:

- 2.1 Seek funding grants
- 2.2 Seek other fund development opportunities
- 2.3 Participate in the development of fundraising plans
- 2.4 Ensure program fees are collected

## **Key Area of Responsibility 3: Programming**

Typical Duties shall include but not be limited to:

- 1.1 Maintain an active program planning committee to provide assistance and guidance
- 1.2 Supervise the operation of programs and services of the Association
- 1.3 Ensure that programming meets the needs of the committee, adheres to the mission and vision of Association, and if the highest quality possible
- 1.4 Market and promote the programs, products and services of the Association.
- 1.5 Maintain a register of other resources in the community and refer people to those resources when appropriate

**Key Area of Responsibility 4: Human Resource Management**

Typical Duties shall include but not be limited to:

- 1.1 Recruit, manage and supervise volunteers and employees
- 1.2 Develop and maintain personnel policies and records
- 1.3 Report to the Human Resource Management Committee as per their work plan

**Key Area of Responsibility 5: Representation**

Typical Duties shall include but not be limited to:

- 5.1 Report to the Board of Directors on a monthly basis
- 5.2 Report to the members of the Association at the annual meeting
- 5.3 Ensure that any and all information that would be helpful to the Board of Director in their deliberations is shared
- 5.4 Represent the organization to people and organizations in the community
- 5.5 Participate as available in other community activities and initiatives that would provide mutual benefit to the Association

**Key Area of Responsibility 6: Support to the Board of Directors**

Typical Duties shall include but not be limited to:

- 1.1 Facilitate Board of Directors internal communication and meetings
- 1.2 Provide reports to the Board concerning the current and future state of the Association
- 1.3 Provide assistance to Board members and committees in performance of their duties as required and directed by the Board