

# North Peninsula Building Association Job Description

## Executive Officer

*Serves as chief administrative officer, recommends and participates in formulation of new policies and makes decision within the bounds of existing policies. Plans, organizes, directs and coordinates the staff, programs and activates to ensure the Association's 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 Executive Committee and Board of Directors.
- Provides regular reports to President, Executive Committee and Board of Directors on the association and staff activities.
- Improve Communications with the building community and help educate the community about our association and our members.
- Maintains the assets of the Association and investments in accordance with the established policies.
- Safeguards confidential information as it applies to the daily functions of the association and members.
- Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the objectives of the Association.
- Prepares minutes, agendas and reports for all Board of Directors.
- Executes all decisions of the Board of Directors.
- Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
- Develops and recommends an annual budget in cooperation with the Treasurer and Budget and Finance Committee and operates within the confines of established guidelines. Authorized to make non budgeted expenditures up to \$500.00.
- Manages the administrative operations of association and develops specific policies, procedures and programs.
- Provides staff support in planning and conducting all association events.
- Directs and coordinates all approved programs, projects and major activates of staff.
- Recruits, hires, trains and motivates Association staff.
- Establishes performance standards and goals and evaluates staff.
- Provides liaison and staff support to Committees to enable them to perform their assigned functions.
- Maintains effective relationships with public and private organizations to ensure the interest of the Association is realized.
- Ensures that all funds, physical assets and other property owned by the Association are appropriately safeguarded.
- Plans, coordinates and conducts a public relations program to enhance public image of the industry.
- Serves as Executive Editor of official publications including social media and website activities.
- Promotes educational programs to advance the professional skills of the membership, operating within budget and program objectives.

- Plans, organizes, encourages and directs membership promotion and retention programs.
- Actively promote membership and retention and participation in member benefit programs.
  - Insures members and potential members are informed of the benefits of member benefit programs such as BIAW's Return on Industrial Insurance and Association Health Programs, and other programs as appropriate.
- Promotes interest and active participation to members in the Association's activities. Plans and executes all communications to the membership.
- Acts as a liaison with NAHB and BIAW.
- Manages all staff according to the written job description outlined in the Guidelines, Association Policies & Procedures Manual in addition to:
  - Accurate time clock record keeping for all employees including signed and counter signed attendance cards for every payroll period.
  - Schedules and approves all staff scheduled absences and maintains written record of appropriate accrual of Sick and Safe leave in accordance with applicable State and Federal labor laws.
- Attends all BIAW Board Meetings as a representative of the NPBA.
- Works with NPBA Officers and elected officials to coordinate formal and informal discussions as required by industry or building related changes.
- Establish regular meetings with our public officials on a regular basis, opening the doors to insure members are knowledgeable about current and pending issues.
- Maintains the Pass on Book.
- Other duties as assigned by the NPBA Board of Directors consistent with the sustainable and successful operation of the Association.