

Role and Function: Executive Director

Description: The Executive Director provides leadership and oversight regarding all APBS matters and provides consultative services at the discretion of the Board of Directors

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
FISCAL OPERATIONS			
Manage and operate all fiscal matters of APBS	Make bank deposits Make payments Balance checking account Monitor and manage all investments	Bank Statements Bookkeeper Reports Fiscal Reports for Executive Committee and Board of Directors	All checks and balances as evidenced through “measures” justify one another
BOARD & COMMITTEE FUNCTIONS			
Implement the APBS Management Structure and make modifications (as relevant) to enhance operations	Continuous evaluation of effectiveness of operations		Effective operations
Organize and coordinate scheduling of all meetings of Full Board, Executive Committee and General Operating Committee	Issue meeting requests to schedule in advance all quarterly meetings of the Full Board Issue meeting requests to schedule in advance Executive Committee Meetings that precede and/or follow Full Board Meetings Issue meeting requests to schedule in advance all quarterly meetings of the General Operating Committee	Meetings held on a timely basis	Well attended meetings
Assist president in the facilitation of Full Board Meetings	Actively participate in facilitation of Full Board Meetings Ensure meetings follow Robert’s Rules of Order	Meetings facilitated to conform to agenda timeframes Meeting minutes	Full Board Meetings effectively address required business

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
Assist president in the facilitation of Executive Committee Meetings	Actively participate in facilitation of Executive Committee Meetings Ensure meetings follow Robert's Rules of Order	Meetings facilitated to conform to agenda timeframes Meeting minutes	Executive Committee Meetings effectively address required business
Participate in meetings of the General Operations Committee	Communicate availability to attend Actively participate in General Operations Committee Meetings	Meeting minutes	Meetings attended regularly
Provide oversight and supports to Ad Hoc Work Groups under GOC	Attend conference calls & meetings		Ad Hoc Work Groups complete work effectively
LEGAL, LIABILITY & INSURANCES			
Execute purchase of annual insurances for APBS operations	Board Liability (two policies) Conference Insurances (one policy)		Insurance policies stay in effect
Interact with relevant legal counsel of Fox Rothschild on relevant legal matters as they arise on an annual basis	Keep Full Board and Executive Committee informed about important issues		Effective operations
ANNUAL TAXES & CHARITABLE STATUS			
Execute accurate preparation and submission of federal tax return on an annual basis	Work with accountants to prepare tax returns		Accurate and timely filing of annual tax returns
Renew on an annual basis Charitable Status in relevant states as identified by attorneys	Work with Administrative Assistant to ensure timely compilation of filings	Filings for Pennsylvania, Oregon, Arizona, Florida, Kentucky, Illinois, New Hampshire, Missouri	Charitable status stays in effect

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
OTHER MANAGEMENT TASKS			
Oversight of all contracts and sub-contracts	Careful review of all contracts and sub-contracts Seek legal advice when relevant Keep Full Board and Executive Committee informed about important issues		Effective operations
Serve as point person for APBS on contacts and communications	Keep Full Board and Executive Committee informed about important issues Attend conference calls & meetings		Effective operations
Ensure that APBS consistently operates within its Bylaws and a 501 3 (C) non-profit organization	Keep Full Board and Executive Committee informed about important issues		Effective operations
Complete the Annual Report	Provide early drafts to President and Vice-President for feedback Work with Administrative Assistant to complete final draft of report	Report drafts	Completed Annual Report prior to March Full Board Meeting
Work with President and Treasurer to develop Annual Budget	Participate in preparation of early drafts of budget Solicit input and feedback from Full Board throughout the process	Annual budget drafts and final version adopted by the board of directors at the annual March meeting	Approved, balanced budget on an annual basis
OTHER LEADERSHIP TASKS			
Bring issues, ideas and concepts to the Executive Committee and Full Board	Keep Full Board and Executive Committee informed about important issues		Effective operations
Provide oversight and supervision to support staff			Effective operations

- Ability to lead an organization
- Understanding of organizational management
- Basic financial management skills
- Ability to communicate effectively
- Time management and organizational skills
- Problem-solving skills