

SOP #: 525 Revision: 4

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Approved by: EC

Title: **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

Practice: **MRSPA provides job descriptions for all active employees.**

Purpose: **To outline the essential job elements of the Executive Director position.**

General

The Executive Director serves as the chief executive and operating officer of the Association in accordance with Association Bylaws and operating procedures, having responsibility for the active management of the affairs of the Association. The Executive Director recommends and participates in the formulation of new policies and makes decisions within existing policies as approved by the Executive Committee or Board of Directors.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as directed by the President, the Executive Committee, or Board of Directors.

A. ADMINISTRATIVE

1. Provides reports of the activities of the Association for Board of Directors Meetings, Executive Committee Meetings, and the MRSPA newsletter; prepares and maintains a calendar of events; forwards correspondence and phone messages to the President and others.
2. Supervises staff personnel and is responsible for the effective performance of the staff, which is in the best interest of achieving the goals of the Association. Evaluates all staff in December.
3. Investigates health care programs available each year for all staff and proposes a recommendation to the Executive Committee which the staff supports.
4. Negotiates benefit package with office staff; presents salary and benefits package proposals for all personnel to Executive Committee.

5. Develops specific policies, procedures and programs to meet the objectives of the Association within the policies established by the Board of Directors.
6. Fully informs the President, Executive Committee, and the Board of Directors concerning the conditions and operations of the Association.
7. Provides the necessary liaison and staff support to committee chairs and committees to enable them to properly perform their functions.
8. Assists with planning and facilitating all official meetings of the Association, such as Board of Directors Meetings, Executive Committee Meetings, Financial Review Meetings, Leadership Workshops, Strategic Planning Meetings, Membership Workshops and Technology Workshops, etc.
9. Serves as a non-voting, ex-officio member of all committees except the Nominating Committee and attends committee meetings.
10. Holds staff meetings twice a month to review priorities about tasks to be completed, initiated, or continued and to address concerns, offer suggestions, etc. Long-term projects should also be discussed and planned for during staff meetings.
11. Plans the yearly schedule of work using the policy manual to ensure that events that require a specific time schedule are conducted in a timely fashion, such as changes requested by committees, planning for the Legislative and Leadership Workshops, local Presidents' Meetings, and Annual Business Meeting, etc.

B. FINANCIAL

1. Supervises the financial management of the Association, including planning, purchasing, receipts, disbursements, reports and analysis.
2. Assists with the development of the annual Association budget.
3. Ensures that all funds, physical assets and other property of the Association are appropriately administered, maintained and safeguarded.
4. Develops and recommends an annual office budget for consideration and approval by the Board of Directors. Upon budget approval, operates within the adopted budget.
5. Periodically seeks bids to determine if current equipment rentals, phone service, audit costs, etc. are competitive in the current market.

6. Co-signs all contracts and agreements for the Association with the President.
7. Holds the Association credit card and verifies charges on the account.

C. MEMBERSHIP

1. Assists in promoting interest and active participation of the Association's members.
2. Supervises maintenance of membership records.
3. Ensures that appropriate recruitment activities to gain new members are occurring.
4. Ensures that appropriate activities to regain lapsed members are occurring.

D. PUBLICATIONS

1. Solicits articles from committee chairs or committee members for the newsletter or writes articles as needed.
2. Writes an article for each MRSPA newsletter.
3. Provides information and assistance to the editor of the newsletter and reviews early and final draft copy.
4. Assists in planning and executing all communications and publications for the membership and/or general public.

E. PROGRAM AND ACTIVITIES

1. Assists committees with writing memos, agendas and materials for meetings.
2. Provides assistance to committee chairs, especially those who are newly appointed, in development of an agenda for the first committee meeting of the year to ensure that items needing attention from the previous year are included, to provide continuity.
3. Ensures that materials for committee meetings are duplicated/emailed and available.
4. Supervises meeting arrangements for those held at the MRSPA office including seating arrangement, setup of appropriate audio-visual equipment, food, handouts, and the agenda.

5. Supervises and confirms arrangements (food, audio visual equipment, room setup, etc.) for off-site meetings. Works with the President and staff to ensure that all needed materials are transported to the site.
6. Facilitates committee meetings, workshops, and webinars, etc.
7. Stays current with best practices through readings, association newsletters, attendance at ASRTE and NRTA meetings, webinars, etc. and informs the President, the Board of Directors, Committee Chairs and committees, of ideas and suggestions based on his/her knowledge
8. Shares with the President, the Board of Directors, Committee Chairs and committees a historical perspective of what has occurred and been tried in the Association with both positive and negative results.
9. Arranges conference calls/electronic meetings for committees or others as requested.

F. LEGISLATIVE

1. Works in cooperation with the registered lobbyist to the Maryland General Assembly.
2. Works with the committee to ensure that all legislative and political activities and issues which may impact on the interest of the Association and its members are addressed.
3. Assists committee members and the lobbyist in writing letters of support or opposition to proposed legislation.
4. Works with the registered lobbyist to prepare testimony in support of or in opposition to proposed legislation to be delivered by the President, the registered lobbyist, or Legislative Committee Chair at legislative hearings in Annapolis.
5. Attends meetings and hearings of interest to the Association.

G. LOCAL ASSOCIATIONS

1. Provides information and support; communicates with local leaders, notifying them of deadlines and meetings.
2. Encourages local association participation in state Association activities and by serving on Association committees.

H. ASSOCIATION REPRESENTATIVE

1. Represents the Association at local association meetings, bringing greetings and news.
2. Shares information (ideas, projects, programs, and suggestions of people to serve on a committee or to chair a committee, run for an office, etc.) because of having attended local association events.
3. Represents the Association as a liaison with the (National Retired Teachers Association) NRTA: *AARP's Educator Community*, AARP, and the Association of State Retired Teacher Executives (ASRTE).
4. Represents the Association, at the direction of the President and/or Board of Directors, at the Maryland Senior Citizens Hall of Fame's Induction Luncheon (MSCHF), the AARP MD Andrus Awards event, and with the Maryland State Retirement and Pension System.
5. Communicates regularly with MRSPA Member Benefit providers, printing company employees, CPA firm, MRSPA attorney, landlord, and others as needed to maintain relationships, request materials, advertising, answer member questions, negotiate lease details, etc.

I. MRSPA FOUNDATION

1. Serves as executive director of the MRSPA Foundation.
2. Arranges and facilitates meetings of the MRSPA Foundation Board of Directors and the annual All-Member Meeting.
3. Facilitates meetings of the Standing Committees of the MRSPA Foundation.
4. Ensures that MRSPA Foundation Grant and Scholarship communications are timely shared with all 24 local school systems.
5. Ensures that the electronic grant and scholarship applications are edited and posted on the MRSPA website and ensures that applications for both are properly organized for committee review.
6. Communicates with grant and scholarship winners and their principals arranging in-school presentations and ensures grant and scholarship monies are properly mailed to the correct school sites.
7. Working with the Standing Committees, oversees MRSPA Foundation fundraising activities.
8. Files MRSPA Foundation tax form(s) annually.