CHIEF EXECUTIVE OFFICER
Job Description
(Last amended April 2009)

Basic Function

Serves as chief of staff, corporate secretary and advisor to the association. Recommends and participates in the formulation of new policies and makes decisions within parameters set by appropriate individuals and/or groups within the association. Organizes, directs, supports and coordinates the staff, consultants and vendors, as well as the programs, services, products, resources and activities of the association to assure that the organization's best efforts are made toward accomplishing the strategic plan and achieving constructive growth for the association. Works to develop and maintain internal and external relationships and create a positive image for the organization. Serves as a catalyst for communication, decision making, cooperation and participation.

Authority and Responsibilities

Within the express limits of applicable commercial, corporate and revenue codes, as well as published governing documents of this association, the chief executive officer is responsible for and has commensurate authority over the duties set forth below:

CORPORATE ADMINISTRATION

1. Safeguards the association's status as a non-profit corporation, both at the state and federal level, compliant and up to date with applicable laws, fees, reporting and registrations.

2. Ensures timely filing of all required tax returns.

3. Reviews the organization's Bylaws as well as its Policies and Procedures to ensure they continue to meet the needs of the association.

4. Maintains the necessary records for the association, such as tax documents, financial reports, minutes of appropriate proceedings and historical files.

5. Manages the incoming and outgoing correspondence for the association.

6. Negotiates and executes contracts on behalf of the association.

7. Administers the organization's membership program, including collecting membership dues, assigning membership status, processing membership applications and maintaining up-to-date and accessible membership information.

RESOURCE ADMINISTRATION

8. Establishes and maintains physical work spaces for association operations and storage for association equipment, supplies and records.

9. Obtains, maintains and disposes of organization property as appropriate.
10. Recruits, hires, indoctrinates, motivates and prescribes the duties of all other employees of the association, reviews performance, takes appropriate action and terminates in certain situations.

11. Sets titles for all other employees of the association and establishes their rates of compensation.

12. Administers association employee benefit programs.

13. Negotiates agreements for products and/or services with independent contractors and vendors as necessary for the support of organizational programs, within budgeted parameters.

FINANCIAL MANAGEMENT

14. Manages all financial aspects of the association, including collection and accounting for all receipts; ensuring timely disbursement of all monies owed to preserve the association's good credit standing and avoid late fees.

15. Develops a draft annual budget to present to the appropriate member volunteers and provides assistance throughout the budgeting process.

16. Develops a draft annual dues/fees schedule to present to the appropriate member volunteers.

17. Closely monitors revenues and expenses in comparison to approved budgeted amounts.

18. Prepares periodic financial reports for the appropriate member volunteers.

19. Develops and manages the budget for all ARELLO sponsored conferences.

20. Administers the various financial accounts of the organization.

21. Actively participates in conduct of the annual audit.

22. Manages the funds in various accounts and financial vehicles in coordination with the organization's designated investment counselor(s) and within the parameters of official investment policy.

SUPPORT OF VOLUNTEER WORK STRUCTURE

23. Facilitates the efforts of volunteers serving the association, by supporting the work of the Board of Directors, working groups and individuals charged with association responsibilities as well as administering the necessary documentation and procedures associated with such work.

24. Works to effect the retention of current members and the recruitment of new members, as well as the identification and development of future leadership.

25. Supports the mission, vision and purpose of the organization, as well as the accomplishment of the association's strategic plan.

PROGRAM/RESOURCE DEVELOPMENT AND MANAGEMENT

26. Manage all of the association's programs and services, advising the related working groups on policy and working within the parameters set by governing documents and managing all subsidiary operations.

27. Markets current programs and service to existing and potential members.
28. Directs the compilation, editing, production and distribution of information resources, such as the Directory, Digest, newsletter(s), reports, website(s) and research projects.

CONFERENCE MANAGEMENT

29. Coordinates and directs major conferences and meetings of the association, incorporating member input according to the organization’s policies and procedures.

30. Supports member efforts to develop and execute conferences of segments of the membership, including district meetings and other regional gatherings.

31. Coordinates official association educational seminars and/or workshops, in coordination with volunteers and/or working groups charged with developing such events.

RELATIONSHIP DEVELOPMENT/MAINTENANCE AND REPRESENTATION

32. Develops and maintains relationships with other associations, industry, government and public service organizations and individuals, as are desirable or necessary in the best interest of the association and in conformity with the overall objectives and policy of the organization and/or have potential to provide information, support, contacts and/or other resources that help the association accomplish its goals.

33. Maintains the organization's public gateway to the regulatory community.

34. Represents the association externally and internally.

OTHER

35. Carries out such other responsibilities as may be delegated by the Board of Directors.