

EXECUTIVE DIRECTOR – JOB DESCRIPTION

Job Status: Full-time, Exempt

Summary:

The Executive Director is an employee of NAAP and is retained to carry out the goals as directed by the Board and to assist NAAP in carrying out its purposes and objectives.

Qualifications:

Minimum-

- Two (2) years college
- Experience as Certified Activity Professional for five (5) years
- Five (5) years management experience

Preferred-

- Bachelor's degree or higher
- Experience as Certified Activity Consultant for ten (10) years
- Ten (10) years management experience

Experience in organizational and fiscal management

Experience in public relations

Basic computer knowledge

Good command of the English language and editorial skills

Essential Job Functions:

These essential job functions may be altered at any time by the Board. The Executive Director shall at all times remain under the control of the Board. If there is any disagreement between the Board and the Executive Director, the decision of the Board shall prevail over that of the Executive Director. The Executive Director shall follow NAAP By-Laws and Policies and Procedures in carrying out all essential job functions.

A. FINANCIAL:

1. Open and maintain financial accounts
2. Work with the NAAP Treasurer and Bookkeeper in developing financial records and reports

B. MEMBERSHIP:

1. Be responsible for processing membership applications
2. Maintain a membership file on each member
3. Respond to members' requests in a timely manner

C. MANAGE THE OFFICE:

1. Maintain NAAP records and files in the NAAP Office

2. Maintain current knowledge of business and labor laws
3. Maintain records, office equipment and supplies necessary to ensure effective administration of operations of the Association
4. Supervise employees, contact workers and volunteers

D. COMMUNICATION WITH THE BOARD:

1. Forward position specific information to appropriate Board Members
2. Work directly with the Board in implementation of special projects
3. Assist with the implementation of Board Meetings, as directed by the Board
4. Make regular reports to the Board and at Board Meetings

E. CONFERENCE:

1. Be responsible for processing conference registrations and overseeing the on-site registration process
2. Make exhibitor arrangements for the conference
3. Maintain responsibility for working with the hotel and conference planning as directed by the Board
4. Support the Local Arrangements Committee in conference planning

F. MARKETING/PUBLIC RELATIONS:

1. Be responsible for designing, printing and mailing all NAAP publications
2. Market the Association to exhibitors and allied associations
3. Perform public relations duties as assigned by the Board

The Executive Director shall perform all other duties as assigned by the Board.

I have received a copy of the Job Description of the National Association of Activity Professionals (NAAP) Executive Director. The Executive Director shall maintain confidentiality regarding all Association business.

Employee Signature & Date

President or Secretary Signature & Date