



## Job Description: Executive Officer

### Duties, Responsibilities and Authorities, include but not limited to:

- Direct and Conduct all day to day operations of the Mid-Minnesota Builders Association.
- Serves as chief administrative officer, recommends and participates in formulation of new policies and makes decisions within the bounds of existing policies.
- Plans, organizes, directs and coordinates the staff, programs and activities to ensure the association's goals and objectives are met.
- Acts as a liaison with NAHB, attending all official meetings and the Executive Officers Council Seminar. (Attend NAHB'S IBS, Spring and Fall Board; as Budget allows; per Board Approval.)
- Attend BAM Board (quarterly) and MN Executive Officers' Council meetings.
- Legislative contact for association aiding in legislative efforts as needed.
- Communicate changes and updates of Builder information to Members.
- Safeguards confidential information as it applies to the daily functions of the association and members.
- As times allows; further the business of the MMBA in the community.
- Carries out such other general responsibilities as may be delegated by the Officers and Board of Directors.
- \_\_\_\_\_

### BOARD MEETINGS:

- Prepares minutes, agendas, monthly financial statements and all other pertinent information for all Board of Directors and Executive Committee meetings.
- Maintain a file of current information for board members to review.
- Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the objectives of the association.
- Informs the Board of Directors, Executive Committee and Officers on the conditions and operations of the association. Attends all meetings of the Board of Directors and Executive Committee.
- \_\_\_\_\_

### COMMITTEES:

- Set monthly meeting schedules; review all pertinent information with Committee Chair.
- Provides liaison and support staff to Committees to enable them to perform their assigned functions.
  - ✓ Current MMBA Committees include: Membership, Programs, Continuing Education, Golf, Holiday Party, Home Show, Home Tour, Legal Action Fund, Scholarship and new committees as directed by the Board of Directors.
  - ✓ Coordinate other special events as required (i.e., Golf Tournament, Holiday Party, etc.)
- \_\_\_\_\_



**MEMBERSHIP:**

- Plans and executes all communications to the membership.
- Organizes and directs membership promotion and retention programs.
- Develops and coordinates legislative, regulatory and political efforts and maintains relationships with government officials and agencies impacting the industry.
- \_\_\_\_\_

**ACCOUNTING/BUDGET:**

- Pay all approved monthly bills.
- Prepare monthly financial statements for board approval.
- Responsible for ALL Accounts Receivable/Payable.
- Supply accounting firm with all financial information as requested for audit and tax form preparation.
- Develops and recommends an annual budget in cooperation with the Executive Board and operates within the confines of established guidelines/budget.
- Insures that all funds, physical assets and other property owned by the association are appropriately safeguarded.
- \_\_\_\_\_

**PERSONNEL:**

- Recruits, hires, trains and motivates association staff, **delegates as needed.**
- Directs and coordinates all approved programs, projects and major activities of staff.
- Provides staff support in planning and conducting all association events.
- Establishes performance standards and goals to evaluate staff.
- \_\_\_\_\_

**PUBLIC RELATIONS:**

- Plans, coordinates and conducts a public relations program to enhance public acceptance of the industry.
- Maintains effective relationships with public and private organizations to ensure the interest of the association is realized.
- Serves as Executive Editor of all official publications.
- \_\_\_\_\_

**OTHER:**

- \_\_\_\_\_
- \_\_\_\_\_