

## POSITION DESCRIPTION

Executive Director

### **BASIC FUNCTION**

Serves as the chief executive officer, responsible to the board of directors for the effective conduct of the affairs of the organization. Recommends and participates in board formulation of organization mission, goals, objectives, and related policies. Within that framework plans, organizes, coordinates, controls, and directs the staff, programs, and activities of the organization.

### **SPECIFIC RESPONSIBILITIES**

1. Establishes organization structure for headquarters office and staffing structure. Maintains and updates administrative policies and procedures for headquarters functions. Recruits, hires, and trains staff. Conducts performance appraisals and provides compensation system.
2. Manages the finances of the organization, including preparation of annual budget.
3. Provides support to board of directors to include meeting coordination and regular communication. Provides leadership development information/education for incoming officers and board members.
4. Ensures the legal integrity of the organization including adherence to appropriate accounting practices and contractual arrangements.
5. Develops and supervises membership recruitment and retention program.
6. Organizes organizational long-range and short-range programming.
7. Secures and supervises subcontracted service personnel to include accountant and lobbyist.
8. Coordinates legislative/regulatory program and serves as treasurer of chapter PAC. Ensures necessary state and federal reports are filed.
9. Maintains communication with other associations, industry, government, public service organizations, and vendors to enhance the image of the association and the attainment of its objectives.
10. Oversees chapter emergency medicine foundation programs and activities to ensure chapter emergency medicine foundation objectives are being met.
11. Manages other organizations as approved by the board.
12. Serves as pension plan trustee. Ensures plan is in compliance with current laws governing employee/organization retirement plans.
13. Execute other duties as may be assigned by the board.

## POSITION DESCRIPTION

Executive Director

### POSITION FUNCTION SUMMARY

The executive director for the \_\_\_\_\_ Chapter ACEP will serve as the chief executive staff for the chapter, and is responsible for the management and implementation of chapter programs and activities. The executive director plans, organizes, coordinates, controls, and directs the resources of the office to help ensure the successful outcome of these programs and activities. This will be accomplished in accordance with the current guide lines, missions, goals, and policies of ACEP.

### REPORTS TO

The executive director reports to the president of the \_\_\_\_\_ Chapter ACEP and is ultimately responsible to the board of directors.

### DUTIES AND RESPONSIBILITIES

1. Responsible for the financial management of the \_\_\_\_\_ Chapter ACEP. This includes preparation of an annual budget; participation in adequate accounting practices to ensure proper establishment and maintenance of all subsequent accounts; timely and accurate financial information and reports to the board; handling any investments and tax responsibilities involving \_\_\_\_\_ Chapter ACEP funds; and coordination of appropriate certified public accountant review.
2. Coordinates board and membership meetings. Maintains necessary and appropriate communications, oversees meeting logistics, assures the preparation of meeting minutes, and supervises and participates in special projects and activities as needed.
3. Participates in chapter planning and policy development. Participates in long-range planning at the local and national level. Makes recommendations to the board concerning ideas for membership promotion and retention and is involved in implementation of subsequent programs. Develops and administers the process for identifying, recruiting, and registering potential members. Responds to membership requests for information and maintains membership roster.
4. Oversees the publication of chapter newsletter. Participates as needed in authoring and editing of articles, soliciting of advertisements, and publicizing and disseminating activities.
5. Supports and assists committees of the board by defining goals and objectives, developing work plans and resource requirements that include projections for funds and staff requirements, and coordination of committee meetings, programs, and activities. Maintains and oversees necessary communications, prepares reports for the board as required, gives direction, monitors, and participates in committee long-range planning, and makes recommendations for committee appointments.
6. Manages the Continuing Medical Education (CME) Program. Responsible for program logistics, registration, site inspections, and recommendations; budget preparation and monitoring; coordinates brochure and/or syllabus development, printing, and dissemination as needed; conducts a post-

meeting evaluation; facilitates necessary communication and correspondence between speakers and involved faculties.

7. Acts as a liaison between \_\_\_\_\_ Chapter ACEP and national ACEP and between \_\_\_\_\_ Chapter ACEP and other organizations. Attends related organizations meetings, as required, representing chapter views and positions; participates in special projects and recommends \_\_\_\_\_ Chapter ACEP support, as required; provides professional assistance and support to all organizational elements including the chapter, national ACEP, and other organizations with which the chapter is involved.
8. Coordinates public relations activities, monitors media coverage of chapter, represents \_\_\_\_\_ Chapter ACEP in requests for information, arranges public appearances for chapter leaders; recommends and participates in implementation of activities to promote public awareness.
9. Maintains a thorough knowledge of governmental and legislative activities and regulatory developments; responds to changing rules and regulations and aligns chapter activity in accordance with new guidelines and standards; serves as chapter spokesperson; coordinates communication between chapter members and other organizations as needed.
10. Establishes appropriate files, records, and correspondence control systems necessary to carry out the essential functions of the position. Responsible for the purchase and procurement of chapter supplies and/or services in a cost-effective manner.
11. Responsible for subordinate staff hiring, training, oversight, and dismissals; administers an effective personnel program that includes position description development, performance appraisals, and compensation recommendations; provides direction, coordination, and motivation of subordinate chapter personnel.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities.

### **A. EDUCATION OR EXPERIENCE**

A Bachelor's degree, or significant, applicable experience. Previous experience with association management, working with volunteers, and experience with medical and government personnel is desired.

### **B. KNOWLEDGE/SKILLS/ABILITY**

1. Demonstrated ability to read, analyze, and interpret journals and literature, financial reports, and legal documents.
2. The ability to respond in a timely and appropriate manner to common inquiries or complaints from the public, \_\_\_\_\_ Chapter ACEP members, the media, involved organizations, and regulatory agencies.

3. The ability to effectively present, relay, and interpret information for \_\_\_\_\_ Chapter ACEP members, public groups, and other organizations and individuals as required.
4. Thorough knowledge of activities, organizational structure, policies, and procedures of ACEP.
5. Familiarity with business terminology is required.
6. Demonstrated supervisory abilities. Ability to work well with others, oversee program and project implementation, and respond to deadlines.
7. Knowledge of governmental and legislative organization and standards that affect \_\_\_\_\_ Chapter ACEP.
8. Ability to exercise informed, independent decision making.

### **DISCLAIMER**

This description does not state or imply that the duties listed are the only duties to be performed by the executive director. Employees of \_\_\_\_\_ Chapter ACEP are required to follow job-related instructions and perform other job-related activities assigned by the president and \_\_\_\_\_ Chapter ACEP Board of Directors.

POSITION DESCRIPTION

Executive Assistant

**POSITION FUNCTION SUMMARY**

The executive assistant for the \_\_\_\_\_ Chapter ACEP serves as the assistant to the executive director and will be responsible for providing a wide variety of complex administrative tasks. The incumbent provides administrative assistance to the executive director in the development of office administrative policies and procedures and participates in the management and implementation of chapter programs and activities, as directed by the executive director. This will be accomplished in accordance with the current guidelines, missions, goals, and policies of ACEP.

**REPORTS TO**

The executive assistant reports to the executive director of \_\_\_\_\_ Chapter ACEP.

**DUTIES AND RESPONSIBILITIES**

1. Provides routine secretarial support and services to the chapter; types materials from rough drafts or transcription; prepares correspondence, receives and reviews incoming mail, forwards correspondence to appropriate personnel; and performs other clerical duties as assigned.
2. Serves as chapter receptionist; receives, screens, and routes telephone calls as needed; responds to routine information requests by chapter members.
3. Maintains inventory of office supplies and equipment; informs executive director of any deficiencies and makes purchase recommendations; maintains chapter files and records, including correspondence control systems and accounting files.
4. Keeps a current calendar of scheduled events and activities of the chapter and informs executive director, as necessary; serves as the liaison for various committees.
5. Assists the executive director in the logistic and financial planning and support for chapter, board, and committee meetings; and arranges lodging and catering as needed.
6. Provides routine bookkeeping and accounting support for the chapter; including preparing statements, invoices, reports and supporting schedules; reconciling bank statements; monitoring account balance, preparing bank deposits and tracking fund transfers; and engaging in payroll activities, as directed.
7. Prepares usage reports for all office resources utilized in job-related activities and submits report to executive director, as directed.
8. Oversees maintenance of membership records system, processes new members, and participates in member recruitment efforts and activities, as directed by executive director.

9. Supervises any subordinate office staff. Assumes other necessary duties and responsibilities and takes part in activities and programs as directed by executive director.
10. Maintains Basic Trauma Life Support (BTLS) student and instructor records including inventory control for educational materials associated with the course. Recommends purchases of materials as needed, and prepares invoices for materials sold and records payments and billings. Provides necessary support at chapter-sponsored BTLS courses. Prepares and distributes course syllabus to appropriate individuals.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **A. EDUCATION AND EXPERIENCE**

College degree, or significant, applicable experience.

### **B. KNOWLEDGE/SKILLS/ABILITIES**

1. Demonstrated effective secretarial skills.
2. Ability to respond appropriately and effectively to requests and complaints from the public, organizations, and agencies.
3. Demonstrated ability to communicate clearly, both orally and in writing.
4. Working knowledge of activities, organizational structure, policies, and procedures of national ACEP and \_\_\_\_\_ Chapter ACEP.
5. Ability to present information effectively to supervisors, media, and other targeted individuals.
6. Ability to establish and maintain effective relationships and deal tactfully with organizational units, external agencies, and \_\_\_\_\_ Chapter ACEP members.

## **DISCLAIMER**

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Employees of \_\_\_\_\_ Chapter ACEP are required to follow job-related instructions and perform other job-related activities as assigned by their supervisor.

POSITION DESCRIPTION

Administrative Secretary

**FUNCTION OF THE POSITION**

Provides administrative and secretarial support for \_\_\_\_\_ Chapter ACEP.

**REPORTS TO**

\_\_\_\_\_ Chapter ACEP executive director. Provides secretarial support for the meetings manager.

**SUPERVISE**

Will supervise activities of temporary help or interns when required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provide administrative support to \_\_\_\_\_ Chapter ACEP including, but not limited to:

Meetings Management

1. Provide secretarial support to meetings manager.
2. Will provide assistance to the meetings manager in tracking incoming fees, registration, and exhibit reservations, if needed.
3. Will provide assistance at the registration desk, if needed.

Board/Committee Meetings

1. Provide general secretarial support to officers and committee chairpersons, if required.
2. Maintains up-to-date committee/board roster.
3. Initiates announcement mailings and postal response cards.
4. Types agenda, arranges copying, compiles supporting materials to mail to attendees.
5. Makes necessary arrangements for meeting/meal functions.
6. Arranges telephone conferences.

General Administrative

1. Prepare and mail the following membership letters: new members, non-payment of dues, renewal, and applied for membership. Letters should be sent within three weeks upon receipt from ACEP.
2. Maintain a record of income on a weekly basis.
3. Process incoming/outgoing mail.
4. General receptionist duties.
5. Respond to routine member requests on a timely basis (one week turn-around, unless urgent) – (CME certificate, brochure request, etc.).
6. Maintain chapter files and records.
7. Other duties as assigned by executive director or chapter president.
8. Coordinate and schedule temporary help when needed.
9. Maintain and update the \_\_\_\_\_ Chapter ACEP policies and procedures notebook.

#### Basic Trauma Life Support (BTLS) Project

1. Responsible for daily administration of the project.
2. Prepare cards and certificates for mailing to students within three weeks upon receipt of paperwork from the BTLS coordinator.
3. Maintain an up-to-date student roster.
4. Coordinate mailing of books and slides. Books and/or slides may have to be mailed within 24 hours of receipt of order.
5. Responsible for the maintenance and inventory of supplies.
6. Work with BTLS state coordinators to keep the BTLS Procedure Manual up-to-date.

#### Newsletter/Advertising Coordinator

1. Coordinate the distribution of the newsletter to members and other organizations on a timely basis.
2. Coordinate the placement of ads.
3. Keep accurate records and provide timely follow-up to advertisers regarding their ad placement.
4. Keep accurate records of advertising dollars received and send invoices when required on a timely basis.
5. Coordinate the distribution of the "Guide to Professional Opportunities" and "On-Site" publications. Duties also include interaction with advertisers regarding placement and payment of ads.
6. Works with the executive director on the yearly advertising recruitment campaign for the newsletter and any other publications.

The position may require some evening and/or weekend work staffing a CME meeting(s).