

AADD EXECUTIVE DIRECTOR SCOPE OF WORK

SUMMARY STATEMENT: The contractor will assist the board of directors with carrying out the mission of AADD. Assistance will include administrative support, information management, and planning. The contractor will report directly to the President, or the Vice-President (in the absence of the President).

LEADERSHIP & ADMINISTRATIVE RESPONSIBILITIES

- Provide leadership in all areas of the Association, including sharing knowledge and expertise in the industry and the dynamics of operating a trade association. Ensure open and frequent communication with members using multiple communication media including in-person meetings, telephone, newsletter, website, email, etc. Inform members of ongoing activities, including but not limited to:
 - i) Coordination of monthly membership meetings including developing the agenda, contacting speakers and notifying membership.
 - ii) Coordination of face-to-face membership meetings including developing the agenda, contacting speakers, preparing cost estimates, securing location, arranging for food, etc... Assure minutes of membership meetings are taken and disseminated to the membership prior to the following month's teleconference.
- During periods of extended absence, Contractor may subcontract these duties to a qualified individual subject to prior approval by the Board of Directors, to minimize disruption to these services to the membership.

OPERATIONS MANAGEMENT

- Secure and maintain corporate documents, records, membership data, financial statements, minutes, and reports. Develop and maintain an effective system for internal management and utilization of data.
- Work with the Treasurer and the board to develop an annual operating budget and ensure the organization operates in a fiscally responsible manner, within the established budget. Manage any/all Association contracts, except that of the Executive Director.
- Provide current and accurate financial reports, in a timely manner, monthly to the Treasurer. Assist the Treasurer as needed to prepare for reports to membership during face-to-face meetings.
- Manage an AADD debit card with a transaction limit of \$300 to ease the administrative requirements of the Treasurer. Receipts and accounting for these expenses are provided to the Treasurer on a monthly basis. Transactions over \$300 will require authorization from the President, Vice President, or Treasurer.
- Submit a monthly written report to the Board which includes the status of current AADD activities, summary of SDS alerts, calendar of upcoming dates/events and key agenda items for the executive committee.
- Increase the membership at levels established by the Executive Committee. Maintain an updated association membership list (database and/or roster) which includes names of executive director as well as contact information.

- Ensure a marketing and communication strategy is developed and implemented for branding and messaging on behalf of AADD. This includes coordinating website maintenance as well as other publications and materials.
- Organize and summarize comments/feedback from member agencies regarding changes in state and federal legislation and regulations.
- Disseminate information to member agencies including meeting minutes, AADD updates on key issues and agendas for membership meetings.

STRATEGIC AND ADVOCACY RESPONSIBILITIES

- Ensure the Board of Directors is involved with the development of a strategic plan and assist with implementation of the strategic goals.
- Act as the AADD liaison with various organizations and individuals including, but not limited to, the Governor's Council on Disabilities and Special Education, the Mental Health Trust Authority, the Center for Human Development/Trust Training Cooperative, Senior and Disability Services staff and key legislators/staffers.
- Ensure the position of the Association as the key voice for its members by remaining in the forefront of current and potential legislation and policy that will impact service providers.
- Advocate on behalf of the membership by developing positive relationships with those who have an impact on policy and legislation including legislators, federal and state agencies and related organizations.
- Develop strategic alliances with other human services trade associations
- Provide information and assistance related to position papers on critical topics identified by the board of directors. This may include researching practices and resources both inside and outside of Alaska.
- Track activities of interest to AADD during the legislative session via updates from the Key Coalition and be the conduit to AADD on advocacy efforts.