

The purpose is to define the role of Executive Director and detail the authority, responsibilities and duties of the position

1. The Executive Director:
 - a. Reports to the Board through the President.
 - b. Is appointed by the Board at such salary or other remuneration as it may decide.
 - c. Is an ex-officio non-voting member of the Board.
 - d. Is responsible for ensuring the implementation of the Association's goals and policies by planning, directing and coordinating all its activities in accordance with the bylaws and policies.

Role Description

1. Shall maintain a close liaison with the president, and other Board members, and shall consult with the President concerning any external communication that might be controversial in nature or a matter of interpretation.
2. Develop policies and procedures for approval by the Board.
3. Act as a consultant to the Board and President.
4. Act as a spokesperson for the Association at meetings and events as required by the President.
5. Support and advise the President in matters relating to Presidential responsibility.
6. Follow-up on telephone calls referred by the Board or the Administrative Assistant.
7. Respond to all mail referred by the Board or the Administrative Assistant.
8. Prepare correspondence for the President's signature as requested.
9. Direct and coordinate the work of all standing and ad hoc committees.
10. Prepare and monitor yearly budget in consultation with the Treasurer.
11. Shall be consulted regarding all financial transactions not contemplated in the budget.
12. Present an annual report to the Board and membership at the AGM.
13. Present interim reports to the Board on a quarterly basis.
14. Provide monthly updates and quarterly financial reports to the Board in collaboration with the Treasurer.
15. Coordinate and oversee the preparation of mailings to the membership, ensuring proper formatting, approval by the President, translations and provision of final distribution copy to the Administrative Assistant for duplication and mailing.
16. Arrange and organize the AGM with the help of an ad hoc convention committee.

17. Prepare agendas, and organize all meetings of the Board, as well as any other committee meetings as requested by the Board.
18. Participate during the annual general meeting.
19. Review requests for publicity to members, make recommendations as to its suitability for distribution to the President, and, on approval shall arrange for its distribution to the members by the Administrative Assistant.
20. Copy the President and Secretary on all correspondence and reports.
21. Other duties as assigned by the President