

POSITION DESCRIPTION

(Approved by NGAM Executive Board 29 November 2007)

EXECUTIVE DIRECTOR- NATIONAL GUARD ASSOCIATION OF MICHIGAN

A GENERAL:

This position functions as Director for the National Guard Association of Michigan (NGAM). The purpose of the position as Executive director (ED) is to provide day-to-day management of the Association including supervision of any Association employees, budget management, principal liaison for legislative affairs, general programs management, and as principal assistant to the Association President.

B DUTIES AND RESPONSIBILITIES:

1. General Planning and Administration:

- a. The ED, as the full-time manager for the Association, plans, coordinates and ensures the professional conduct of all activities and programs related to the Association and its membership. General guidance in the conduct of these ED responsibilities is provided by the appropriate NGAM committee chair and/or President, as appropriate.
- b. The ED, in coordination with the Association President, members of the Executive Board and current Association committees, develops monthly and yearly plans designed to ensure the Association's financial viability, successful completion of its legislative agenda, other approved programs and ensures that the mission (as defined in Article II of the NGAM By-Laws) of the Association is being met.
- c. The ED communicates in a timely and professional manner to the Association President, members of the executive Board and general membership on all matters relevant to the Association.
- d. The ED provides (if appropriate) supervision of Association's full-time work force, including development and maintenance of position descriptions and performance standards for each position supervised; renders yearly evaluation of each employee; provides guidance and counseling to employees regarding work assignments; hears and resolves employee grievances, etc.
- e. The ED performs all other duties as assigned by the NGAM President.

2. Public Relations:

The ED establishes and maintains communicative relationships and liaisons with relevant civic, media, veterans, community organizations, and the Michigan National Guard (MING) Chain of Command by keeping them apprised in a timely manner regarding matters of mutual interest between the NGAM and the particular interested entity.

3. Legislative and Political:

- a. The ED serves as the principal Association liaison to local, state, and federal government officials whose duties and official programs influence or otherwise impact upon the Association's mission and goals. The ED engages such officials on behalf of the Association.
- b. The ED working with the NGAM's Legislative Committee Chair (when established) develops and implements a yearly legislative strategy which ensures that the general membership, governmental officials, and other interested parties are informed of current concerns which impact advancement of the legislative goals and priorities relevant to NGAM's State and Federal legislative agendas.
- c. The ED develops and provides supportive information papers, position papers, briefings, and training programs that will aid in the advancement of the Association's yearly legislative strategy as necessary or when directed by the President.

4. Financial and Related Activities:

- a. The ED has a fiduciary responsibility for all Association funds including income and disbursements and is accountable to the Association President, members of the Executive Board and the general membership. Provides as required, reports and other pertinent documentation at each regularly scheduled Executive Board meeting that reflects an accurate and readily understandable status of the Association's financial condition.
- b. The ED prepares and presents a proposed annual budget to the Executive Board which consists, at a minimum, of an itemized statement of estimated revenues and anticipated and/or proposed expenditures for the next fiscal year.
- c. The ED is responsible for planning and forecasting short and long-range funding requirements and obligations including budgets, accounts receivable, necessary fund raising, potential cost savings and

capital investment programs. Guidance to be provided by the Executive Board.

- d. The ED ensures that specific written financial reports indicating the status of the Association's insurance and other income-producing programs are provided on a semi-annual basis for review and approval by the members of the Executive Board.

5. Liaison and Staff:

- a. The ED attends all meetings related to Association business or other meetings as directed by the President.
- b. The ED in coordination with the Association President, plans and ensures the professional conduct and administration of all official Association meetings.

6. Conference and Membership

- a. The ED plans, coordinates and implements and ensures the professional conduct of the annual NGAM business meeting, Association sponsored Executive Board membership trips, the NGAM delegation's trip to the National Guard of the United States (NGAUS) annual conference including coordination of suitable facilities, planning and formulation of all meetings and activities, arrangements for guest speakers and VIP's and all other matters relevant to such conferences. The ED also assists the Michigan leaders of the Enlisted Association of the National Guard of the United States (EANGUS) and the Michigan delegation to the EANGUS conference as requested by MI EANGUS leaders and approved by the NGAM Executive Board.
- b. The ED works to maintain and increase general membership in NGAM, the NGAM sponsored insurance program and the corporate membership (Partners in Patriotism).