



## DUTIES OF THE EXECUTIVE DIRECTOR

Under the direction of the executive, the Executive Director has the general responsibility of coordinating and administering the affairs of and executing the policies of the Association.

The Executive Director, on a 0.6 FTE basis, has duties and responsibilities as follows:

### **Advocacy and Leadership Functions:**

- be an informed advocate of education, children and youth;
- act as advisor, consultant, and facilitator for the Association's membership; act as public relations officer as directed by the executive and advise the President and other members speaking on behalf of the association;
- represent the Association on various committees and at conventions, seminars and educational meetings, and keep the executive informed of his/her activities while operating under MASS authority;
- facilitate dialogue between MASS and other educational organizations and institutions;
- in consultation with the Public Relations/Membership Services Committee, organize and edit semi-annual publication of the MASS Journal.

### **Organization and Management Functions:**

- attend all executive and general membership meetings and meetings with the Minister of Education;
- attend standing committee meetings, regional meetings, and special meetings with other educational organizations and institutions;
- assist the President in preparation of agendas for general and executive meetings and circulate the agendas and any related documents to the executive at least one week in advance of the meeting;
- oversee the keeping of accurate records of proceedings, and carry out the appropriate follow-up on all meetings of the table officers and executive;
- send out notices of general meetings and keep the membership informed of progress on issues under consideration;
- circulate minutes of the executive and general meetings as directed by the executive;
- arrange for the naming of association representatives on external committees;
- in consultation with the Professional Development Committee, organize in-services, seminars and meetings, including fall and summer conferences;
- provide any necessary support to committee chairs in carrying out tasks assigned to them by the executive;
- participate with the executive in the development and implementation of the strategic plan for the association;
- oversee maintenance of the MASS website and portal;
- organize the Annual General Meeting and Recognition Banquet.



**Membership and Financial Organization:**

- oversee the preparation of membership lists and the receiving of fees;
- be responsible for the accounts, files and correspondence of the Association;
- in consultation with the Treasurer, prepare a budget for approval by the executive and administer the affairs of the Association within the guidelines of the budget;
- in consultation with the Treasurer, arrange for the preparation of an audited financial statement to be presented annually at the Fall members meeting.

**Other Duties:**

- provide support to members regarding contracts and other issues that arise;
- liaise with and provide support to the mentorship consultant
- perform other duties that the MASS executive may delegate from time to time.