



Midwestern Chapter International Society of Arboriculture



Executive Director Contract FY 2017 - 2018

Appendix A Executive Director Job Description

Support of Chapter Executive Committee (EC) and Board of Directors (BoD)

Maintain Chapter corporate status.

Serve as the liaison and maintain Chapter compliance with ISA Memorandum of Understanding and Operating Agreement.

Assist and correspond with EC and BoD as requested and as necessary.

Attend all meetings of EC and BoD (regular and special meetings) and serve as official recorder.

Prepare and distribute meeting agendas as provided by the President.

Make arrangements for EC and BoD meetings.

Prepare and distribute meeting minutes upon approval by the President.

Maintain Chapter records and files.

Provide the BoD with training needed for completion of their duties as requested by the President.

Provide the EC and BoD with updates and reports on Chapter operations, programs, projects and activities as requested.

Attend all Chapter business meetings and serve as the recorder for those meetings.

Negotiate, administer and supervise all Chapter contracts and contractors.

Maintain Chapter insurance policies and administer all Chapter insurance activities.

Member States

KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA



Midwestern Chapter International Society of Arboriculture



Support of Chapter Operations, Programs and Projects

Assist committee chairs, liaisons and coordinators as requested.

Maintain a Chapter communications center to include telephone, voice mail, internet, and e-mail.

Facilitate Chapter communications from and between membership, EC, BoD, committee chairs, liaisons, coordinators, the ISA corporate office and the general public.

Draft job descriptions, protocols/policies/procedures, forms, tables, charts & documents as requested.

Maintain accurate QuickBooks records reflecting Chapter income and expenses.

Maintain receipts for Chapter expenditures as necessary.

Maintain bank accounts and distribute payments for all Chapter obligations.

Coordinate Chapter Annual Conference and Trade Show. Manage Annual Conference and Trade Show general operations on site.

Coordinate Chapter Tree Climbing Championships Liaisons and Coordinators as requested.

Coordinate Chapter Communications Liaison and Database Coordinator as requested.

Assist Finance Officer as requested in compliance with IRS regulations; maintenance of not-for-profit status and preparation of budgets as requested. Prepare and present QuickBooks reconciliation reports as requested.

Work cooperatively with the TREE Fund and ISA Certification Board as requested by the EC.

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