



## The North Dakota Solid Waste and Recycling Association's Executive Director's Service Description and Duties

This document is provided to describe the needs and expectations of the Association for the services provided by the Executive Director of the Association. The Executive Director is an entity tasked with providing the services described herein. Such individual, organization or company is solely responsible to complete the work described herein and may delegate such work or services to their employees as they see fit. The primary function of the Executive Director is to provide administrative, marketing and coordination of the activities of the Association to assist the Board of Directors of the Association in the operations and activities of the Association.

This position is a contracted position that renews on an annual basis and is negotiated between the Executive Director and the Board of Directors. Payment under that contract will be made in twelve (12) equal monthly installments plus any expenses, as invoiced during any given service period. Such services and tasks may be from time to time modified, added to or removed as determined by the Board of Directors. Such modification may require an adjustment of the contract compensation of the Executive Director Contract when appropriate.

The following tasks and services are expected to be provided:

### Administrative

- Keep the books of the Association using a common electronic commercial software bookkeeping program and reporting both detailed and summarized versions of the information to the Board of Directors from time to time. Financial information of the Association shall only be disseminated as directed by the Board of Directors.
- Coordinate with the Treasurer of the Association to maintain custody of, and be responsible for all funds and securities of the Association, receive and give receipts for monies due and payable to the Association and timely deposit such monies in the name of the Association in such depositories as shall be designated from time to time by appropriate resolution of the Board of Directors.
- Coordinate with the Treasurer and Finance Committee to prepare and maintain an annual budget for the Association.
- Communicate and coordinate with the Association accountant and legal consultants as required to properly operate and conduct the affairs of the Association as directed by the Board of Directors.
- Maintain an up-to-date membership roster and keep a register of the post office addresses, and electronic addresses of each member, the amount paid by each member, and a date received.
- Collecting membership dues and issuing membership cards.
- Follow up with members who are delinquent in their membership dues.
- Follow up with event attendees on unpaid invoices and registration fees.
- Providing certificates of attendance (if requested) to workshops and other events.

- Checking NDSWRA mail (electronic and hard copy) and responding as necessary. Where appropriate reporting such correspondence to and seeking the advice and direction of the Board of Directors in response to such correspondence.
- Preparing a monthly Executive Director's report, invoice and agenda for the Board of Directors meeting, distributed 1 week prior to the meeting as well as participation in the meetings.
- Coordinate with the Secretary of the Association to record, organize and keep the minutes of the meetings of Board of Directors.
- Maintain and organize the legal records of the Association in accordance with the Bylaws of the Association, and relevant governmental rules and laws.
- Give members notice of annual membership meetings and Board of Directors meetings, as required by the Bylaws
- Working with and following up on Board of Directors subcommittee meetings.
- Serve as a member on the Finance Committee
- Complete funding (grant) applications as directed by the Board of Directors.

### Marketing

- Promote the Association at various events and through publications that draw together solid waste and recycling professionals and those other consultants and support industries related to solid waste and recycling: within North Dakota and surrounding states in accordance with the budget of the Association.
- Promote, advertise and attend Association workshops, events and Annual Symposium in accordance with the budget of the Association.
- Follow up on all membership leads.
- Provide guidance and information to anyone interested in becoming a member of the Association, answering questions, encouraging membership, explaining member benefits, etc.
- Gather articles, prepare and distribute an Association newsletter for regular distribution twice per year or as determined by the Board of Directors.
- Maintain and update the Association website with current and relevant information.

### Coordination

- Coordinating with the North Dakota Department of Health staff in scheduling, planning, and conducting various solid waste and recycling workshops around the state.
- Preparing handouts and other items to be distributed at the various workshops and events of the Association.
- Coordinate and procure speakers and their presentations for the various workshops and events of the Association.
- Coordinate, track and arrange event locations and contracts, including verification and coordination of accommodations for attendees.
- Act as the point of contact for planning and coordinating for events and the Association's annual Symposium.