

# **New York State Public Housing Authorities Directors Association (NYSPHADA)**

## **Executive Director Services Description (Part-time)**

### **BASIC FUNCTION**

Reports to the Board of Directors. Serves as the Chief Staff Executive and the Executive Secretary to the NYSPHADA Board of Directors. Recommends and participates in the formulation of policy and makes decisions within existing policies. Plans, organizes, directs and coordinates the programs and activities of the association to assure that the association's objectives are achieved and member needs met. Maintains effective internal and external relationships.

### **RESPONSIBILITIES AND AUTHORITY**

Within the limits of the bylaws and policies established or authorized by the board of directors, is responsible for, and has commensurate authority to accomplish, duties set forth below. May delegate portions of the responsibilities consistent with sound operations and authorized policies and procedures, together with proportionate authority for their fulfillment, but may not delegate or relinquish any portion of accountability for results.

1. Plans, organizes, coordinates, controls, and directs the programs and activities of NYSPHADA as directed by the Board of Directors.
2. Informs the board of directors, executive committee and committee chairs on the conditions of the association and important factors influencing them.
3. Develops specific policies, procedures, guidelines and programs to be recommended to the board of directors.
4. Monitors the job performance and work productivity of the Legislative Spokesperson, Legislative Advocate and Web Site Coordinator and any other contractor to ensure the fulfillment of their contracts.
5. Provides the necessary liaison support to committees. Sees that committee decisions and recommendations are submitted to the board of directors for action.

## **New York State Public Housing Authorities Directors Association**

### **Page 2**

#### **Executive Director Job Description**

6. Reports to the board of directors and appropriate committees on a timely and accurate basis on all aspects of fiscal, service, and other programs.
7. In conjunction with the appropriate committees is responsible for the planning, promotion and administration of all meetings of the association including but not limited to the Professional Development, Membership, Legislative Committees and the Annual Association meeting.
8. Working with the Professional Development Committee, coordinates all events with respect to the Spring & Fall Conferences and the various Training events. Such tasks include but are not limited to Site Selection and Hotel contract negotiations, marketing, sponsor & vendor solicitation, registration activities, etc.
9. Works with the Vice-President of Professional Development in developing the Conference and Training Sessions Budgets. Implements budget controls to ensure that events are within approved budgets.
10. Coordinates with the Treasurer to make necessary bank deposits of Association funds from membership dues, registrations fees and advertising fees.
11. Responsible for establishing and maintaining the Associations Post Office Box.
12. Acts as the Executive Secretary to the Board of Directors and assists the Board Secretary in taking and distributing meeting minutes and Board meeting materials.
13. Works with the President in developing the meeting Agenda's and Resolutions.
14. Works with the Web-Site Coordinator and Web-Site Host in maintaining the Associations Web site.
15. Coordinates educational program to advance the professional skills of the membership, operating within a budget and program objectives approved by the board.
16. Serves as spokesperson concerning business and governmental affairs of the association as directed by the board.
17. Maintains effective internal and external public relations enhancing NYSPHADA.
18. Serves as an agent of NYSPHADA in negotiations for services and contracts. Executes such contracts and commitments as may be authorized by the board of directors or established policies.

## **New York State Public Housing Authorities Directors Association**

### **Page 3**

#### **Executive Director Job Description**

19. Reviews the association constitution, bylaws and statements of policies and advises the board on revisions.
20. Performs other duties as directed from time to time by the board of directors.
21. Works with the membership committee for the increase and retention of the membership and collects membership dues. Makes improvements to better Membership Services.
22. Coordinates with the President, Committee Vice-Presidents and Chairs and Legislative Consultant to publish a monthly or quarterly newsletter and speed faxes/email alerts to our membership.

#### **SALARY AND BENEFITS**

The Salary range is \$35,000 - \$45,000 and is based on experience and education.

Please note that this is a "Contract Position", and that the Organization will issue a IRS form 1099 at year end. No withholdings and payments will be made on your behalf.

At this time, NYSPHADA offers no Benefits for this position.

Contract payments will be made to you on a monthly basis, unless otherwise agreed upon.