

CAL FARLEY'S BOYS RANCH ALUMNI

ASSOCIATION POLICIES

(As Amended 5/18/2020)

VIII EXECUTIVE DIRECTOR'S OFFICE

A. Appointment of an Executive Director

1. The BOD may choose to employ or appoint an Executive Director for the Association in compliance with the Association Bylaws Article 5, Section 5.
2. Job description, budget, financial arrangements, accountability, terms of service and performance policies will be reviewed by the Executive Committee and presented to the BOD for approval.
3. A two thirds affirmative vote of the BOD in regular or special called business session is required to employ or appoint an Executive Director.
4. The services of the Executive Director may be discontinued by:
 - a) Mutual consent of the Association and the Executive Director
 - b) Failure of the BOD to renew the contract of the Executive Director (no vote is required).
 - c) Two-thirds majority vote of the BOD in regular or special business session. In the event the BOD votes to suspend services of the Executive Director, all contractual obligations and/or employment policies will be followed.

B. Duties of the Executive Director

1. The job description for the Executive Director will be presented and approved upon appointment / employment of the approved candidate. The responsibilities of the Executive Director should include:
 - a) Manage the affairs of the Association as required by the Executive Committee
 - b) Support the Association BOD and Committees
 - c) Assure Association compliance with federal and state regulations and Association Bylaws and Policies.
 - d) Provide direction in fund raising efforts of the Association
 - e) Provide administrative assistance in financial recordkeeping and reporting
 - f) Provide direction and administrative assistance in promoting Association membership among the alumni
 - g) Oversee maintenance the Association web site

- h) Provide direction and support in planning and conducting the General Membership Meeting and assist in other Association events as needed
- i) Serve as the Association focal point for communications and correspondence.

2. The Executive Committee may delegate in writing to the Executive Director authority to:

- a) Execute documents on behalf of the Association;
- b) Enter into cooperative agreements with other organizations;
- c) Make discretionary expenditures of Association funds for operations and fund raising activities of the Association in compliance with Association Finance Policies.

3. The Executive Director is primarily a facilitator for the Association. All Committees, officers and members must serve effectively for the work of the Association to be achieved.

4. Should the BOD so choose, the Executive Director may serve as a non-voting member of the BOD.

C. Accountability of the Executive Director

1. The Executive Director will report to the Executive Committee of the Association. All questions and concerns involving the performance and / or responsibilities of the Executive Director will be directed to, and handled by the Executive Committee.

2. The Executive Director will provide written and / or oral reports to the Executive Committee as requested by the Committee. Normally, monthly reports will be sufficient.

3. All reimbursements for expense to the Executive Director will be handled according to the Finance Policies of the Association. A record of receipts and approvals will be maintained in the Association finance records.