OKLAHOMA RETIRED EDUCATORS ASSOCIATION
OKLAHOMA CITY, OKLAHOMA

POSITION DESCRIPTION
EXECUTIVE DIRECTOR

The primary responsibility of the Executive Director is to carry out the policies of the OREA as reflected in the Constitution and the By-Laws and directed by the Executive Board.

ASSOCIATION MANAGEMENT

A. PROGRAM

1. Plan, develop strategies, and recommend to the Board of Directors activities and programs which will advance the goals of the OREA.

2. Develop day-to-day administrative policies, procedures, and programs to implement the general policies established by the Board of Directors.

3. Keep the Board of Directors policies and administrative regulations up-to-date as they are created or amended and distribute dated/signed copies of all changes to the Board of Directors.

4. Direct appropriate staff to implement programs, including the OREA House of Delegates and Convention.

5. Integrate programs and services which will further advance the OREA mission.

6. The Executive Director shall be the primary contact and spokesperson to deal with the public, news media, and other associations.

B. FISCAL MANAGEMENT

1. In cooperation with the Finance Committee Chair, President, and the Finance Committee, develop, recommend, and upon approval, administer the annual program budget of the OREA.

2. Execute OREA By-Law provisions with respect to an annual audit by an independent auditing firm, and furnish results to the Board of Directors.

3. Maintain current membership records statewide and by units; collect and process membership dues, and make regular reports to the Executive Board.

4. Participate in the management of OREA investments.

C. PERSONNEL

1. Be responsible to the Board of Directors for the supervision of the OREA staff.

2. Oversee a sound organizational structure for staff which maximizes the utilization of staff resources.

3. Recruit and hire staff with the approval of the Board of Directors.

4. Train and motivate OREA staff.

5. Be responsible for recommending staff promotions and terminations to the Board of Directors.

6. Keep the Board of Directors informed of personnel action.

7. Obtain maximum utilization of staff by clearly defining their duties, establishing performance standards, and conducting performance reviews.

D. COMMUNICATIONS

1. Implement an effective internal and external system of communication.

2. Keep officers and the Executive Board fully informed of any conditions/factors which may impact the Association.

3. Maintain effective relationships with other relevant organizations.

4. Establish such relationships as the Board of Directors may deem advisable in the best interest of the OREA.

5. Represent the Association as directed by the Board of Directors.

6. Monitor meetings of Employees Group Insurance Division (EGID) and the Oklahoma Teachers' Retirement System.

E. LEADERSHIP

1. Develop and sustain the confidence of staff, the Board of Directors and membership in carrying out the OREA programs.

2. Execute all decisions of the Board of Directors.

3. In consultation with the President, represent the interests of the OREA to the education community, legislature, and the public.

4. Attend meetings of the Board of Directors.

5. The Executive Director shall provide leadership and work with member volunteers who are involved in OREA activities.

F. ORGANIZATIONAL DEVELOPMENT

1. Working with the Membership Committee, plan, organize, and implement, with the Board of Directors approval, an on-going comprehensive, multi-year membership recruitment, and retention program.

2. Plan with the Government Relations Committee a program to develop the political and legislative support necessary to achieve OREA goals.

3. Plan and administer the implementation of all approved meetings of the OREA Board of Directors, retreats, seminars, conventions, and any other meetings as established by the Board of Directors.

G. COORDINATION

1. Coordinate and communicate with the Government Relations (Legislative) Coordinator during the legislative session.

2. Coordinate the legislative goals with all OREA entities.

4. Monitor the day-to-day legislative activities during the legislative session.

5. Coordinate and communicate on all legislative matters with the OREA Government Relations Committee, District Directors and Board.

H. OTHER DUTIES ASSIGNED BY THE EXECUTIVE BOARD

- **Strategic Planning**: Formulating and executing the association's strategic plan to achieve its mission and goals.
- **Operational Oversight**: Providing operational oversight and direction for achieving the association's objectives.
- **Leadership**: Leading the association's membership team and fostering a service-oriented culture.
- **Resource Management**: Leveraging resources effectively to support the association's mission and goals.
- **Governance**: Ensuring good governance practices and compliance. Work collaboratively with NEA-Retired, OEA, and the NRTA.
- **Team Management**: Managing people and fostering a collaborative environment among staff and volunteers.

  This role requires a strong understanding of nonprofit or association management, strategic planning, and the ability to lead and manage teams and committees.