



Manitowoc County Home Builders Staff Description:

Executive Officer

Serves as chief administrative officer, recommends, and participates in formulation of new policies and makes decisions within the bounds of existing policies. Plans, organizes, directs, and coordinates the programs and activities of the association to ensure goals and objectives are met.

Duties, Responsibilities and Authorities:

- Informs the Board of Directors, Executive Committee and Officers on the conditions and operations of the association. Attends all meetings of the Board of Directors and Executive Committee.
- Maintains the assets of the association and investments in accordance with the established policies.
- Plans, formulates, and recommends to the Board of Directors basic policies and programs which will further the objectives of the association.
- Prepares minutes, agendas, monthly financial reports, and membership reports for all Board of Directors and correlating Committee meetings.
- Executes all decisions of the Board of Directors except in cases when assignments are made specifically by the Board.
- Manages the administrative operations of association and develops specific policies, procedures, and programs to carry out.
- Provides support to Committees to enable them to perform their assigned functions.
- Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
- Promotes interest and active participation to members in the association's activities.
- Maintains effective relationships with public and private organizations to ensure the interest of the association is realized.
- Develops and recommends an annual budget in cooperation with the Treasurer, Committee Chairs and the Board of Directors and operates within the confines of established guidelines.
- Insures that all funds, physical assets, and other property owned by the association are appropriately safeguarded.
- Provides staff support in planning and conducting all association events.
- Develops and coordinates legislative, regulatory, and political efforts and maintains relationships with government officials and agencies impacting the industry.



- Acts as a liaison with WBA and NAHB, attending all official meetings and the Executive Officers Council Conference as directed by the Board.
- Safeguards confidential information as it applies to the functions of the association and members.
- Responsible for coordinating the association's financial management system. Processes accounts receivable, accounts payable, and invoicing for all areas of the association in accordance with set guidelines and procedures.
- Coordinates and executes the public relations and communications programs and activities of the association to further the mission of the association.
- Serves as Executive Editor of official publications.
- Plans and executes all communications to the membership.
- Develops and manages membership recruitment and retention programs that increase the membership base of the association. Also, develops, manages, and promotes member services that enhance the value of membership.
- Develops education programs to advance the professional skills of the membership, operating within budget and program objectives.
- Develops and manages the special events of the association, including the Parade of Homes, Home Show, Golf Outing, Trap Shoot, BuildPAC Auction, Raffles, and general membership meeting events.
- Recruits, hires, trains, and motivates association staff when applicable.
- Directs and coordinates all approved programs, projects, and major activities of staff when applicable.
- Establishes performance standards and goals and evaluates staff when applicable.
- Carries out such other general responsibilities as may be delegated by the Officers and Board of Directors.