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# Position Summary

The Executive Committee (EC) members are elected by the Board of Directors to serve as the officers and leadership team of the board. EC members are board members with additional duties. As such, *the responsibilities outlined here are in addition to all the duties, responsibilities and required qualifications/experience documented in the Board Member Job Description.*

As outlined in the Association Governance Policies, the EC serves as a subcommittee of the board. The EC identifies and effectively addresses association matters brought before it by members, board members, officers, the CEO and others. Through active engagement and participation at EC, board and Association events, EC members work collaboratively with the EC, Board of Directors, Association staff, operating committees, volunteers and member companies to provide executive leadership to the board and the Association.

The EC also provides recommendations to the Board of Directors on Association policy, strategy and direction and, once approved, works within the parameters set by the board to assist with implementation and make timely decisions to ensure a nimble decision-making governance structure.

# Essential Duties and Responsibilities:

### As an individual EC member/officer:

* Prepare for, attend and actively participate in all EC meetings and conference calls.
* Accept and dutifully fulfill the EC officer positions of or cover the responsibilities for President, Vice President, Treasurer and Secretary.
* Chair or participate on ad hoc task forces and Association operating committees (as elected or appointed).
* Accept and dutifully chair the board subcommittees: Investment Committee, Audit Committee and/or Nominating Committee (as elected or appointed).
* Serve as a member of the CEO Compensation Committee.
* Serve as a member of the Board of Directors for the Association’s for-profit subsidiary.

### In collaboration with the entire EC:

* Work with the CEO to establish and execute the Association’s annual plan, including major events.
* Guide information flow to the Board of Directors, determine board agenda items, identify choices for the board to consider on strategic agenda items and ensure proper data, research and context is provided to the board to support its decision-making processes.
* Prepare a slate of EC candidates for consideration and election by the board.
* Oversee the directives and outcomes of and provide guidance and feedback to the Association committees, councils and task forces to ensure alignment with the strategic priorities.
* Conduct internal and external environmental scanning to assess strengths, weaknesses, opportunities and threats to the industry and Association, and ensure that a strategy is in place to ensure the long-term vitality of the Association.
* Develop the Association strategic priorities, build member value and ensure programs are in place to meet the strategic outcomes.
* Provide timely solutions to address member concerns or matters of Association policy.
* Select and/or approve chairs and vice chairs of the Association’s standing committees, councils and common interest groups (CIGs).
* Provide guidance to the Chief Executive Officer, including:
  + Designing and conducting an annual performance appraisal process.
  + Establishing annual goals and objectives for the CEO.
  + Provide ongoing advice, counsel and direction to assist the CEO in the execution of the CEO’s duties.
* Recruit, orient and mentor new board members.
* Conduct an annual assessment of existing volunteer talent, skills, expertise and experience and developing an EC succession plan.

# Required Qualifications/Experience:

* Has served on the Board of Directors for a minimum of 1 year (or equivalent experience).
* Had demonstrated executive leadership experience.
* Is respected by industry colleagues and Association Board Members.