

## OFDDA POLICIES

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### DUTIES OF EXECUTIVE DIRECTOR

1.0 **PURPOSE**

The purpose of this Policy is to outline the duties of the Executive Director.

2.0 **SCOPE**

This Policy applies to the Executive Director of OFDDA.

3.0 **GENERAL PROVISION**

3.1 Duties of the Executive Director

In addition to the duties and responsibilities of the Executive Director that are covered by the Constitution and Bylaws or by specific policies, the Executive Director shall be responsible for the following:

- 3.1.1 Implementing the policies and decisions of the Board of Directors of the Association.
- 3.1.2 Managing Association properties and investments consistent with the policies and directions of the Board of Directors.
- 3.1.3 Administration of the Association, including personnel, filings with state and federal agencies, maintenance of accounts and records and other duties as required to administer the Association in a professional manner.
- 3.1.4 Representing the Association with the membership, general public and federal, state and local officials where appropriate.
- 3.1.5 Prepare appropriate reports for second vice president, budget and conference committee.
- 3.1.6 Preparation of the basic annual budget prior to the Executive Board meeting.
- 3.1.7 Keep the official minutes, financial and other records of the OFDDA.
- 3.1.8 Oversee day-to-day operations of OFDDA office and office staff.