



Example: Job Description — Executive Director/Chief Executive Officer

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

[The Association of Ob/Gyn of XXX]

[ADDRESS]

Job Title: Executive Director/Chief Executive Officer

Location: [CITY/TOWN]

Reporting to: Board/Executive Committee

Approved:
Reviewed:
Revised:

Summary of the position: The [Association of Ob/Gyn of XXX] is a health professional association dedicated to improving reproductive, maternal and newborn health throughout the country. Its mission is to promote excellence in the practice of obstetrics–gynaecology through actions related to education, advocacy and research. Reporting to the Board/Executive Committee, the Executive Director/Chief Executive Officer is responsible for the leadership and management of the organisation’s overall operations in accordance with the strategic priorities adopted by the association.

Responsibilities:

Leadership:

- Participates in the development of a vision, mission and strategic plan in collaboration with the Board/Executive Committee and, once adopted, participates in the promotion and implementation of the strategic plan;
- Supports the President in ensuring that the Board/Executive Committee assumes its governing roles and responsibilities;
- Identifies, assesses and informs the Board/Executive Committee of internal and external issues that may affect the association and proposes actions to address those issues of concern;
- Fosters effective teamwork among the Board/Executive Committee, the association’s other committees, volunteer members and staff;
- Facilitates the work of the association’s committees (Finance Committee, Fundraising Committee, etc.);
- Acts as spokesperson (along with the President) for the association;
- Conducts official correspondence on behalf of the Board/Executive Committee, and/or in collaboration with the Board/Executive Committee, when appropriate.

Operational planning and management:

- Develops and, once adopted by the Board/Executive Committee, implements annual operational plans that support the strategic priorities of the association;
- Oversees the efficient and effective day-to-day operation of the association;
- Drafts/updates policies for approval of the Board/Executive Committee and prepares procedures to implement the approved policies;
- Ensures that the association's administrative systems and processes enable the association to meet its obligations to the Board/Executive Committee and other committees, member volunteers, members, funders and staff;
- Provides support to the Board/Executive Committee by preparing meeting agenda and supporting materials and by writing and circulating the minutes of the regular meetings.

Programme planning and management:

- Oversees the planning, implementation and evaluation of all the association's programmes, projects and activities;
- Oversees the planning, implementation, monitoring and evaluation of all projects funded by outside funders, including ensuring that reporting responsibilities are met.

Human resources planning and management:

- Determines staffing and/or volunteer requirements for organisational management and programme delivery;
- Oversees the implementation of the human resources (staff and volunteer members) policies, procedures and practices, including the development of job descriptions and contracts for all staff;
- Recruits, interviews and selects staff, orients them to the association's work and supervises their work;
- Recruits and orients volunteer members involved in the operationalisation of selected programmes, projects and activities;
- Coaches and mentors staff and volunteer members to improve performance;
- Identifies and coordinates professional development opportunities/training for staff and volunteer members;
- Establishes a positive, healthy and safe work environment for staff and volunteer members;
- Ensures the development of terms of reference and a contract when a consultant is recruited and supervises their work.

Membership support and management:

- Serves as the primary contact person for [The Association of Ob/Gyn of XXX];
- Maintains the association's membership management system, including information related to annual membership dues;
- Participates in the annual membership drive aimed at recruiting new members and at getting members to pay their annual membership dues;
- Coordinates and evaluates the membership incentives programme;
- Implements the association's strategy related to communication with membership.

Financial planning and management:

- Develops the association's annual operational budget, in collaboration with the association's Finance Committee;
- Secures adequate funding for the operations of the association, in collaboration with the Fundraising Committee;
- Leads/participates in the development of proposals for projects/activities that contribute to the association's mission and support its strategic priorities;
- Approves expenditures within the authority delegated by the Board/Executive Committee;
- Administers the funds of the association according to the approved annual operational budget and monitors the monthly cash flow of the organisation;
- Provides the Board/Executive Committee with comprehensive, regular reports on the revenues and expenditures of the association;
- Oversees the financial management of all projects funded by outside funders, including ensuring that reporting responsibilities are met;
- Ensures that the association complies with all legislation related to taxation and others.

Networking/Advocacy/Communication:

- Maintains contact with stakeholders for the purpose of keeping them informed of the work of the association and identifying areas of potential collaboration;
- Fosters effective communication with all main supporters and stakeholders in the field;
- Seeks opportunities to expand and promote the role of the association;
- Ensures that the association's website is maintained and the quarterly newsletter is produced and disseminated;
- Ensures the development and dissemination of the association's annual report and other promotional material.

Qualifications:

- Degree in medicine;
- Proven experience in management/administration of non-profit organisations/professional associations;
- Knowledge of the role of professional health associations in health promotion, especially in regards to promotion of sexual and reproductive health;
- Experience in fundraising, including identification of funders and development of project proposals.