



Executive Director Job Description

Position Title: Executive Director

Responsible To: Board of Directors

Primary Responsibility

The Executive Director, a paid position under contract, is a non-voting member of the Board of Directors for the Oklahoma Occupational Therapy Association (OKOTA). The Executive Director is responsible for collaborating with the Board of Directors on the administration, programs, and community outreach of the organization. This is to promote OKOTA's mission to advance the distinct value of occupational therapy by coordinating and promoting excellence in practice, legislative advocacy, public awareness, and provision of membership resources.

Job Responsibilities

- 1) **Board Governance:** Works with the board in order to fulfill the organization mission.
 - Responsible for assisting OKOTA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - Report to and work closely with the Board of Directors regarding in policy decisions, fundraising and to increase the overall visibility of the organization.
 - Attend all Board Meetings
 - Provide a report to the secretary for inclusion in meeting minutes
 - Provide an annual report to be provided at the annual Business Meeting
 - Maintaining at all times the professional standards, business ethics, and OKOTA confidentiality policy, with oversight by the Board of Directors for all activities.
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.



Executive Director Job Description

- Responsible for developing and promoting other revenues to support OKOTA's mission
- Demonstrates fiscal integrity to OKOTA, to include submission to the Board of monthly statements of cost accrued including: time, materials, and other expenses
 - May execute purchases of up to \$50 dollars without approval of the Board; May execute purchases of up to \$100 dollars with approval from the President (or Vice-President in the event the President is not available); All other purchases must be approved by the Board as a whole
- Assists the Treasurer in preparing monthly financial reports, annual budget, maintaining financial records systems, and other tasks upon request of the Executive Board
-

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Collaborates with the Board of Directors to enhance OKOTA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Executes the strategic plan to ensure that OKOTA can successfully fulfill its Mission into the future
 - Maintain, update, and create procedural documents
 - Assist with ongoing Board training and onboarding upon request of the Executive Board

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of OKOTA's operations.
 - Being on call as the representative of OKOTA to address telephone, email, and general inquiries during regular business hours (M-F, 8am to 6pm);
 - Directing public and member requests to the appropriate board officer or committee volunteer in a timely manner;
 - Managing (receiving and directing to appropriate board member) any and all postal services, written communications, event supplies, etc;



Executive Director Job Description

- Maintaining OKOTA inventory (files, storage unit items, property transfers between board members at role changes or term ends, etc) for the safety and accessibility of all items by the board;