



Executive Director Job Description

Function

The Executive Director leads IPPA's strategic initiatives toward strengthening efforts to carry out the association's mission and assuring the association's long-term growth and sustainability. Provides operational oversight, and directs and formulates the plan for achieving IPPA's mission, strategy, annual goals and objectives.

Responsibilities to the Board of Directors

The Executive Director assists the Board in fulfilling its responsibility to set policy for the Association and to carry on its business by managing and being responsible for:

- the forecast of conditions, assessment of member needs, and allocation of resources
- the articulation of a shared vision of the Association and its mission
- the setting of annual and long-range strategic goals; strategies of activities and programs to achieve these goals; objectives by which progress toward the goals will be measured; and annual and long-range budgets and forecasts of the necessary resources
- ensuring that officers are kept informed of matters and developments that warrant their attention
- identifying issues and policies that need Executive Committee action
- ensuring that the Board of Directors have the assistance they need to fulfill their individual responsibilities under the bylaws
- The Executive Director is a non-voting member, appointed by the Executive Committee, subject to the approval of the Board of Directors