2011
EXECUTIVE DIRECTOR (H)
(approved 11/98; 1/10; 10/10; 8/11; 4/13)

Executive Director
Job Description

It is the responsibility of the executive director to be a spokesperson for the corporation, to provide the general management of the day-to-day affairs, to implement policy, and to participate in the development of the corporation programs. The executive director reports to the board chair directly.

General Duties:

1. To perform duties as directed by the board of directors.
   a. To implement and execute all policies established by the board of directors.
   b. To attend quarterly board of directors' meetings.
   c. To present executive director's report at each quarterly meeting.
   d. To attend executive committee meetings.
   e. To serve as an ad hoc member of all committees.
   f. To perform other duties as authorized by the board of directors.

2. To address general communication issues as they relate to the corporation.
   a. To interact with state and national legislatures, ISBE, and other groups concerned with gifted education.
   b. To act as liaison to other state and federal agencies, associations, and education organizations to further the goals of the corporation.
   c. To promote the education of gifted children and this organization throughout the state of Illinois.
   d. To communicate regularly with the corporation's policy advisor and to relay information to the advocacy committee and board of directors.
   e. To work with parents and educators to support statewide networking.

3. To oversee the corporation expenditures and revenue.
   a. To manage the business affairs of the corporation.
   b. To serve on the finance committee.
   c. To approve expenditures that deal with general office expenses.
   d. To oversee the filing of taxes and other budgetary responsibilities as assigned.
   e. To create the corporate budget to be submitted to the board of directors.

4. To oversee all aspects of professional development.
    a. To oversee the implementation of professional development activities throughout the year.
    b. To work with the professional development committee chair to determine activities for the year.
    c. To oversee the creation of a data base summary of all professional development activities.
    d. To participate in the planning and implementation of the annual convention.

5. To oversee the physical properties of the corporation.
    a. To maintain the physical properties owned or rented by the corporation.
    b. To recommend additional physical properties as needed.

6. To oversee the general operations of the corporation.
    a. To evaluate the general operations of the corporation and make recommendations.
    b. To create annual goals.
    c. To act as custodian of the corporate records.
    d. To sign contracts and serve in all other capacities authorized by the articles of incorporation and bylaws.
    e. To work days as determined by the contract.
    f. To represent and speak on behalf of the corporation when applicable.
    g. To determine the process used to hire personnel, such as consultants and office staff, and to recommend their employment. The process will be shared with the executive committee.
    h. To supervise all personnel employed by the corporation.

7. To participate in an annual review of predetermined goals.
    a. To present annual goals to the board of directors at the beginning of the fiscal year.
    b. To maintain accountability of annual goals.
    c. To update the board of directors at quarterly board of directors' meetings.
    d. To meet with executive committee to review goals on an annual basis.