

CAL FARLEY'S BOYS RANCH ALUMNI ASSOCIATION

EXECUTIVE DIRECTOR

The purpose of the Executive Director of the CFBRAA is to oversee the administrative and developmental processes of the Association in achieving its mission objectives.

Appointment

The Executive Committee of the BOD services as the nominating committee to bring recommendations to the BOD for selection and compensation of the Executive Director. Policies of the Association will be followed in the process.

General Guidelines

The role of Executive Director is to oversee the work of the Association and enable it to most effectively achieve its goals. The Executive Director is a contract position. This person is not an employee of the Association. As such, the Association bears no responsibilities for payroll taxes or benefits. The responsibilities listed here provide guidance for the director. Actual tasks will be dealing with whatever issues arise.

The Executive Director will report to the Executive Committee or other committee as deemed appropriate by the Association. The Executive Director will most effectively serve by involving other Association members and leaders in getting work done, as opposed to doing it alone. Leadership and coordination are essential to effective service as CFBRAA Executive Director.

Responsibilities:

1 Compliance

Guide the Association to assure it complies with Federal and State laws and regulatory requirements for taxes, organizational structure and operations, and work to adjust Association policies, procedures and bylaws so that compliance happens automatically in the daily methods of operation of the organization.

2 Assist the Board of Directors

Work with the designated Association leadership in achieving Association goals and carrying out BOD recommendations. Work with committees in gathering and communicating information and fulfilling responsibilities.

3 Fund Raising for the Association from External Sources

Guide and assist the Association leaders and members in efforts to raise funds for the CFBRAA. This includes sponsorships, grants, charitable gifts, membership support, donor acknowledgements and expressions of appreciation.

4 Finances

Insure that the Association complies with adopted policies in handling all funds, including receiving and depositing funds, paying bills and oversight of the financial record keeping and reporting.

5 Membership

Oversee the maintenance of the Alumni Database, working with Cal Farley's in communicating with all BR / GT alumni. Serve as primary point of contact for the Association dealing with concerns, inquiries, requests and recommendations.

6 Communications

Oversee communications resources including website, social media, newsletters, brochures, etc.

7 Events

Assist Association leadership in planning of, budgeting for, promotion of, execution of, and reporting on Association events, including reunions, gatherings, fundraisers, etc.