

**Southern Health Association
Executive Director
Role and Responsibilities**

The Executive Director is employed by the Governing Council of the Southern Health Association (SHA) and is responsible to the Executive Committee of the Council. The Executive Director holds a position of trust, and is responsible for fulfilling an administrative leadership role in assisting the Association to promote its mission as a regional advocate for public health and for the development and growth of public health.

The Executive Director shall perform administrative functions of the Association as requested by the Council and as defined in this document and will be bonded with appropriate bonding entity.

Working Relationships:

The Executive Director is supervised by the current SHA President.

Assures that the Executive Director office functions in an orderly and responsible manner and oversees the day-to-day fiscal management of the association.

Serves as liaison to organizations, groups, government entities and individuals involved specifically or generally in utilization and delivery of public health services in the Southern Health's Region.

Provides support to all organizational committees.

Specific Responsibilities of the Executive Director include:

1. Management Responsibilities
 - A. Works with the Governing Council of SHA to establish, achieve, and maintain the goals and objectives of the organization's strategic plan. Provides a written report of actions and activities and progress toward meeting goals/objectives of SHA to members at each Board meeting. Attends committee meetings as requested by Chair or President. Provides written annual report to the Board of activities and status of goals/objectives.
 - B. Maintains liaison with state and national agency representatives (such as APHA, NACCHO, SHA affiliate State Association Departments) impacting the public health field with written reports back to TPHA.

- C. Provides assistance with preparation for testimony and collection of data supportive of the mission and goals of public health for use with the legislative and executive branches of state affiliate governments. Provides testimony on request from the Council. Acts as support to Executive Committee of SHA.
- D. Administers and adheres to the policies and procedures established by the Council.
- E. Assists with the preparation of annual strategic plan and budget for the organization and seeks funding from appropriate public and private sources.
- F. Evaluates the present and future needs and issues impacting upon public health, keeping the membership informed and developing a responsible direction.
- G. Provides leadership, orientation, and mission direction to the membership (consistent with vision of the Council).
- H. Provides a clearing house, consultation, and dissemination and communication service for the membership on public health related matters, including but not limited to regulation, legislation, marketing, promotion, purchases, etc. Serves as a media contact for the organization and seeks appropriate elected officer input with media stories.
- I. Directs, secures, and oversees the implementation of special programs, campaigns, and services to fulfill the mission and goals of the organization.
- J. Develops and maintains membership listings. Keeps the membership informed of ongoing services and activities provided by SHA.
- K. Assists in the development of new programs and recommended directions for SHA and its members in order to fulfill the changing needs of members and changing priorities, and to enhance the value of SHA. Seeks external funding through grant applications or other available funding mechanisms.
- L. Assists in organizing and facilitating regularly scheduled meetings, annual convention and workshops, and other meetings as directed. If asked by the President, work with the affiliate state representative to ensure arrangements have been made for the President's visit to each PH Association's annual meeting.

- M. Provide each new council member with a new member packet that includes at a minimum, a copy of the Policy & Procedures Manual. A copy of the book of SHA history will also be given as supplies allow.
 - O. Performs additional tasks when assigned.
2. General office duties including correspondence, answering telephone, picking up mail from the post office, opening mail, filing, etc.
3. Maintain Membership Files
- A. Update and print individual membership applications, membership cards and certificates, membership pamphlets, etc. as needed.
 - B. Maintain a log of membership dues as received, assign membership numbers, enter into computer any updated information, etc.
 - C. Complete membership cards and mail to members along with a letter thanking them for either joining as a new member or for renewing their membership – in the case of first time new members, they are also sent a membership pin. Also, the letter should include information about the SHA website.
 - D. Prepare deposits of membership dues – all moneys are deposited to the SHA checking account. Each check should be listed individually on the deposit record. Identify checks as individual membership, exhibits, ads, contributions, etc.
 - E. Maintain data base of current year membership.
 - F. Print membership lists for Chairmen, and others who may have need of a membership list – either an entire list, or lists by state affiliates.
4. Council Meetings
- A. Work with the President in scheduling Council meetings (date, time, location) and mail or e-mail notices to all council members.
 - B. Work with President to prepare an agenda with any supporting documents for Council meetings, including financial statements, information for committee reports, etc.
 - C. Attend all Council meetings.

- D. File official copy of minutes from the secretary with all attachments in a minute book.
 - E. Be prepared to take minutes or reassign the duty to another Council member if the Secretary is not in attendance and has not arranged for a substitute.
5. Attend Executive Committee Meetings.
6. Attend General Business Meeting at the Annual Meeting – file minutes from Secretary in minute book with appropriate attachments.
7. Newsletter
- A. Serve as Managing Editor of the Newsletter.
 - B. Send notices of deadline for information for newsletter to SHA President, Vice Presidents, Committee Chairmen, and other members of Governing Council.
 - C. Write and organize articles for newsletter layout, type newsletter, have past up with pictures prepared, and take to printers.
 - D. Ensure that newsletters are mailed to active, life, and agency members.
8. Supplies
- A. Order and maintain inventory of stationery, envelopes (all sizes), ballot envelopes, computer supplies, convention supplies, etc.
 - B. Payment for supplies may be handled in one of the following ways: (1) Have a bill sent to the Executive Office, (2) Take a check and pay at the time the items are purchased.
 - C. SHA has a tax-exempt number that should be used in order that state sales tax is not charged.
9. Committees
- A. Work with the President to set up a time and place for a Committee Chairmen’s meeting. The Executive Director should have guidelines for each Committee Chairman and hand out at first council meeting of the new year.

- B. Prepare a time schedule at the beginning of the Association year, which lists deadlines for various committees to meet and then work with the committees in meeting those deadlines.
- C. Meet with committees as requested.
- D. Maintain, update and distribute committee job descriptions. Each new committee member should be provided with a job description and expectations for the committee.
- E. Assist Committee Chairmen in fulfilling their responsibilities. Specifics for various Committees are listed below:
 - 1. Annual Meeting – Work with the 2nd VP (annual meeting coordinator) to see that our needs and program activities we are sponsoring are incorporated into the annual meeting.
 - 2. Awards
 - a) Assist the Awards Chairman to ensure that all award nominees are paid up members of the Association.
 - b) Obtain plaques for award recipients and have them available at the awards presentation at the annual meeting.
 - 3. Constitution and Bylaws
 - a) Provide the Chairman with any changes recommended by the Governing Council.
 - b) Review the Constitution and Bylaws, and the Procedures Manual on a regular basis and submit any recommended changes to the Chairman.
 - 4. Exhibits

Work with the Exhibit Chair from the host state to solicit exhibitors. This involves obtaining a mailing list of their regular exhibitors and coming up with potential new exhibitors. Also, obtain exhibit lists from the affiliates and then determine those who might be potential new exhibitors. Depending on what the Exhibit Chair prefers, sometimes send out letters to the potential exhibitors and sometimes just prepare a mailing list and the Exhibit Chair mails them out. Assist with follow up as needed.

5. Membership

- a) Keep the Chairman informed regularly of new members.
- b) Assist Chairman in preparing membership report for Council meetings. This would include total membership, new members, etc.
- c) Just prior to the Annual Meeting, prepare and provide the Chair a list of those eligible for 5, 10, and 20 years membership. Twenty (20) year membership receive framed certificate. Five (5) and ten (10) year membership receive pins.
- d) Order and maintain a supply of membership recognition pins to be presented at the annual meeting.

6. Nominating and Elections

- a) Work with the Chairman to insure that all nominees are paid up members of the Association and biographical sketches and pictures are submitted for printing in the newsletter.
- b) Prepared and mail out ballots and ballot envelopes to all paid up members of the Association including life and exempt.

7. Resolutions

- a) Once resolutions have been prepared, the Executive Director shall obtain appropriate signatures.
- b) After the annual meeting, the Executive Director forwards resolutions to appropriate individuals, organizations, etc.
- c) Distribute approved resolution as needed including having them put on the website.
- d) Maintain a resolutions notebook.