

ROLE AND JOB PRODUCTS OF THE CEO

ROLE

The role of the CEO is to lead the staff of IAAAA towards the achievement of the vision cast by the Board of Directors in accordance with Board policy. To this end, specific responsibilities of the CEO are:

1. Be the single institutional point of accountability with the Board of Directors.
2. Have ultimate responsibility for appropriate progress of the institution towards achievement of the vision cast by the Board of Directors.
3. Lead and manage in accordance with the mission and values of IAAAA.
4. Develop areas of partnership.
5. Oversee the development and execution of a strategic plan.
6. Oversee the development of all promotion and fundraising for the organization.
7. Make personnel decisions necessary to optimize the organizational effectiveness and ensure progress toward the vision.
 - a. In accordance with IAAAA mission and values, personnel may be hired as required within fiscal limitations.
 - b. Be responsible for all pay practices and performance appraisals of staff.
8. Serve as the official spokesperson for IAAAA
 - a. Represent, promote and communicate the purpose and vision.
 - b. Facilitate the effective marketing of the institution.
9. Provide communications, internally and externally as appropriate, including:
 - a. Maintain regular communications with constituents and personnel.
 - b. Provide appropriate information and support to the Board of Directors.
 - c. Serve as an *ex officio* member of the Professional Advisory Committees and may attend their meetings.
10. Execute an approved annual budget, as income is available to support a positive cash flow. Make budget reduction as necessary to maintain positive cash flow.
11. Ensure the financial affairs of the Institution are conducted in accordance with generally accepted accounting principles.

JOB PRODUCTS

1. A strategic plan to achieve the Board vision.
2. Effective communications.
3. Healthy partnerships with constituents and other institutions.

4. Fundraising results – IAAAA Education Institute.
5. Administrative and fiscal stability.
6. A quality staff.
7. Appropriate facilities and resources to provide quality services.
8. Compliance with requirements of any accrediting institutions or federal/state funding sources.
9. Development and growth of Professional Advisory Committees.
10. Effective advocacy
11. Provide quality educational programs