

Utah Public Health Association ~ Position Description

Title: Executive Director
Length of Term: On Contract
Bylaw References: None
Policy References: None

Updated: 8/19/2009

Position Resources:

UPHA Email address: director@upha.org from <http://zimbra.xmission.com>
APHA Resources: Affiliates Online Community - <http://affiliates.apha.org>

Association Level Responsibilities:

Officer
 Board of Directors
 Leader of Management Unit

Related Management Units: All
Related Committees: All
Related UPHA Web Sites: All

Position Summary:

This position is funded by a 3-year grant from the American Public Health Association / Kellogg Foundation. The grant outlines key responsibilities to support the strategic direction, goals, and infrastructure development set by the Board of Directors. Over the 3-year life of the grant the goal of the new Executive Director (Director) is to secure funding sources that will allow organizational sustainability. The Director works under the direction of the UPHA President and Board of Directors

Duties and Responsibilities:

1. Fund Raising and Grant Writing – 20%

- Assumes primary responsibility for fund raising, grant research, and writing.
- Coordinates with the Board in sponsorship development and membership recruitment.

2. Relationship Building – 25%

- Creates, maintains, and nurtures effective alliances and partnerships with Utah Association of Local Health Officers, Utah Department of Health, Utah Medical Association, Utah Hospital Association, Health Education Association of Utah, Environmental Health Association, and others as identified by the Board.

- Communicates with partners to keep them informed of UPHA activities and to identify changes as they occur in the public health field.
- Establishes good working relationships and collaborative arrangements with public health partners, policy makers and other organizations to help achieve the goals of UPHA.

3. *Administrative Leadership – 40%*

- *Supports the mission, goals, and by-laws of the organization.
- *Reviews and implements the UPHA strategic plan, mission, goals and by-laws.
- *Develops an annual operational plan, for and with the Board that incorporate the goals, objectives and actions of the UPHA Strategic Plan.
- *Creates, initiates, researches and recommends policy options for UPHA Board consideration; prepares procedures to implement organizational policies; reviews existing policies on an annual basis and makes recommendations to the UPHA Board as appropriate.
- *In collaboration with the Executive Officers develop speaking points, and as authorized by the President, serve as a spokesperson for the organization.
- Ensures the efficient and effective day-to-day operation of the organization.
- Coordinates and encourages the work of UPHA committees
- Provides staff support to the UPHA Board and Executive Committee and assists the President in preparing meeting agendas and supporting materials.
- Provides staff support to the UPHA Capacity Building Initiative Grant Advisory Committee and prepares meeting agendas and supporting materials.
- In cooperation with the Board, recruits and orients new members of the Board.
- Serves as a member of the annual Conference Planning Committee.

4. *Financial planning and management – 5%*

- Prepares and submits UPHA budgets based on guidelines from the Treasurer.
- Works with the UPHA Board to assure adequate funding for the operation of the organization, including researching additional funding sources.
- Approves expenditures and monitors cash flow for the APHA grant and, within authority delegated by the UPHA Board, for other organizational expenses and revenues.
- Provides the UPHA Board with comprehensive, regular reports on the revenues and expenditures of the grant.
- Ensures that the organization complies with all rules covering 501c3 operations

5. *Advocacy – 10%*

- Facilitates discussion among the UPHA Board and Executive Officers to identify annual priorities issues and develop supporting materials.
- Coordinates with partner organizations on advocacy issues of value to UPHA
- Supports the Policy Committee in legislative tracking; spokesperson as needed to the Legislature

Board Member Expectations

1. *Commitment of time:*

- Participate in board meetings regularly
- Participate on committees and task forces
- Support special events

- Stay informed on issues, read materials
 - Ask questions and clarification on issues, consequences of actions
2. ***Hold each other and ourselves accountable for the mission, financial viability and effectiveness of the organization.***
 3. ***Develop sustainable resources.***
 - Make a personal financial commitment at the appropriate level
 - Help develop resources in one or more of the following ways:
 - Seek financial resources from individuals, foundations, corporations
 - Suggest people, corporations, provide contacts
 - Network with other organizations who give might support
 - Seek gifts in kind
 4. ***Be an ambassador and advocate.***
 - Contact, write to local media when appropriate.
 - Get acquainted with legislators, policy makers on local, state, national levels.
 5. ***Engage in board self-assessment, project assessment annually.***
 6. ***Support the staff.***
 7. ***Avoid conflict of interest and other unethical behavior and sign the Conflict of Interest form.***
 8. ***Support board decisions, and treat board matters confidentially.***
 9. ***Look for strategic alliances, entrepreneurial ways, collaborations.***
 10. ***Celebrate successes; enjoy the challenge of the task!***