

PLMA Officer Job Descriptions, V2

14 September 2020

1 Officers General

- Review, understand, and comply with the PLMA By Laws.
- Understand, comply with, and assist in enforcement of all PLMA Policies.
- During the Executive Committee Election year, actively participate in recruiting and ensuring that PLMA has a viable set of candidates for each Executive Committee position.
- Attend and participate in monthly Officer Meetings.
- Attend and participate in monthly Executive Committee meetings.
- Participate in Conference Planning and Presentation Evaluation.
- Participate in Strategic Planning work.
- Provide feedback on materials submitted by Executive Director for review.

2 Chair

- **General:** Ensures the effective action of the Leadership (i.e. executive committee and board) in governing and supporting the organization. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff.
- **Community:** Speaks to the media and the community on behalf of the organization (as does the executive director); represents PLMA in the community.
- **Committees/ Groups:** Recommends to the board which committees/groups are to be established/disestablished. Seeks volunteers for committees/groups and coordinates individual member assignments. Appoints the chair(s) of committees/groups, in consultation with other executive committee members.
- **Management:** Establishes search and selection committee (usually acts as chair) for hiring an association management firm and executive director. Convenes board discussions on evaluating the executive director and negotiating compensation and benefits package; conveys information to the executive director.
- **Board:** Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.
- Is a partner with the Executive Director in achieving the organization's mission
- Chairs meetings of the Officers, Executive Committee and Board after developing the agenda with the Executive Director.
- Encourages Board's engagement in strategic planning
- Considers action on issues confronting the organization with the Executive Director.
- Helps guide and mediate Leadership actions with respect to organizational priorities and governance concerns.
- Reviews with the Executive Director any issues of concern to the Leadership.
- Monitors all financial aspects of PLMA including financial planning and financial reports.

- Formally evaluates the performance of the Executive Director/Association Management Company, and informally evaluates the effectiveness of the Leadership.
- Evaluates annually the performance of the organization in achieving its mission.

3 Vice-Chair

- General: Acts as the Chair in their absence; assists the Chair on the above or other specified duties.
- Committees / Groups: Oversees the logistics of committee/ Group operations. Reports to the executive committee on committees'/ Groups' decisions/ recommendations. Serves ex officio as a member of committees/groups and attends their meetings when invited.
- Reports to the Chair.
- Works closely with the Executive Director and other staff assigned by the Chair.
- Initiates and leads the committees'/ Groups' annual evaluation.

4 Treasurer

- General: Manages finances and fiscal matters of the organization. Manages the executive committee and board's review of, and action related to financial responsibilities. Works directly with the Executive Director or other staff in developing and implementing financial procedures and systems.
- Fiscal Committee: Chairs the Fiscal Committee and prepares agendas for meetings. Ensures, through the Fiscal Committee, sound management of cash and investments. Recommends to the executive committee whether the organization should have an audit. If so, selects and meets annually with the auditor in conjunction with the Fiscal Committee.
- Review and approve preparation and finalization of quarterly and annual financial reporting materials and metrics for PLMA's executive committee and board of directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing and new programs.
- Provides annual budget to the Leadership for members' approval
- Ensures development and board review of financial policies and procedures

5 Secretary

- Maintains records of the board and ensures effective management of organization's records.
- Manages minutes of board meetings and ensures minutes are distributed to members shortly after each meeting.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
- Responsible for the management and creation of PLMA policies. Responsible to make sure that policies are in-line with governmental and legal guidelines.

6 Document Revision History

Date	Version	Person	Change/ Modification Description
6 July 2017	V1	PLMA Secretary	Initial version of the officer job descriptions
11 Sept 2020	V2	PLMA Secretary	Updated policy to include statements about PLMA Bylaws and policies. Requirement for recruiting Executive Committee members.
		PLMA Secretary	Executive Committee Approval