JOB DESCRIPTION

Position Title: Executive Office & Governance Assistant

Department: Executive

FLSA Status: Non-Exempt

Reports to: Chief Executive Officer

Last Reviewed: December, 2021

Supervises: N/A

BASIC FUNCTION

Provide high level of administrative support to the Board of Directors with Governance-related activities, and Executive Leadership Team at ADCES. Manage time and resources of the Executive Office to reflect the professional image of the Association.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as primary point person for various governance and executive level activities and projects, including developing and managing timelines, and drafting board-related materials.

- Work with members of ADCES senior management to ensure that all materials presented for Board and Committee meetings are complete, professional, and delivered according to agreed upon timelines.

- Collaborate with CEO to prepare and develop meeting agenda for Board meetings, coordinating logistics, producing all related meeting materials. Distribute agendas and supporting materials accordingly.

- Produce all visual material and communications needed to conduct effective Board meetings, preparing notes and/or scripts for elected leaders presiding over meetings.

- Work with Meetings Services Department to carry out logistical planning for quarterly Board meetings and the ADCES Annual Conference, including scheduling meetings, booking locations, inviting participants and coordinating travel arrangements, managing budget and expenses and reimbursements as appropriate.
• Coordinate Board of Director activities at Annual Conference.

• Prepare the Business Meeting agenda, and all related attendee handouts for the Annual Conference. Work with other ADCES staff to ensure that all needed meeting logistics and audio visual are provided for the Business Meeting. Prepare Business Meeting minutes.

• Take minutes at Board and Governance Committee meetings as needed and distribute to attendees.

• Manage Executive budget, tracking expenses and working with Finance/Accounting team.

• Prepare governance expense reports for processing.

• Process all quarterly Board invoices and stipends, and coordinate registration and renewals of Officer’s organizational memberships.

• Coordinate Committee Appointments and various activities of Board and Governance Committee. Coordinate committee meetings as directed.

• Coordinate and schedule meetings in accordance with Board President’s calendar and provide administrative support as requested.

• Manage the Nominating Committee activity and elections process with minimal oversight.

• Serve as staff liaison to Nominating Committee including preparation of all materials and support needed for committee to perform their duties. Schedule committee conference calls and prepare agendas and minutes.

• Oversee all activities with Board-related voting. Work with outside vendor for electronic voting site for any bylaws changes and to ensure all deadlines are met.

• Manage the application process which includes member communication on the website and scheduled email alerts. Prepare election reminders and final results communications.

• Coordinate Board member and Officer Orientations.

• Prepare member communications regarding any proposed bylaws changes for website and member mailings.

• Provide administrative support for written communications and correspondence as requested.

• Other projects and duties as directed by the CEO.

**KNOWLEDGE, SKILLS AND ABILITIES**

• Exceptional interpersonal and communication skills, both oral and written, with a talent for building and maintaining relationships, across a diverse range of backgrounds.

• Ability to effectively manage a high volume of work with competing priorities, meet deadlines, and anticipate and respond to future needs.

• Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution.

• Demonstrated experience performing complex professional administrative support work.
• Must possess project management and analytical skills.
• A strong professional ethic, ability to handle confidential and sensitive matters with discretion.
• Must be both a team member and work well independently, with ability to work collaboratively across the organization.
• Must be proficient with Microsoft Office products, with ability to learn and use AMS or databases efficiently. Demonstrated experience with a variety of software tools and resources necessary.

EXPERIENCE/EDUCATION

• Previous administrative experience required (3-5+ years) at Executive level, including prior experience working with Governance/Board of Directors.
• Demonstrated experience coordinating board relations and governance activities.
• Must possess prior experience leading both live meetings and virtual meetings.
• Prior non-profit or association experience preferred.
• College courses in applicable field a plus.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional day and overnight travel required by plane or automobile.

WORKING CONDITIONS

Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Also requires participation and attendance at organization sponsored events and meetings across the country.