

Job Description

JOB TITLE: President/CEO, American Council of Engineering Companies of Oklahoma (ACEC OKLAHOMA)

REPORTS TO: ACEC OKLAHOMA Board of Directors

JOB SUMMARY: Under the direction of the Board of Directors, serves as the Council's Chief Executive Officer and has broad responsibility for managing the association and implementing plans, policies and procedures adopted by the Board of Directors.

ESSENTIAL FUNCTIONS:

1. MANAGES THE COUNCIL'S BUSINESS AFFAIRS

- Hires, trains, and supervises employees as authorized by the Board of Directors
- Develops appropriate personnel and employment policies for adoption by the Board
- Files and maintains Articles of Incorporation and other corporate records as required by law, and maintains in force all necessary insurances, including workers' compensation, business liability and officers and directors liability insurance
- Maintains Council governance documents, including Bylaws and Manual of Policy & Procedure
- Timely and accurately maintains and updates membership records and databases
- Assists Budget Committee to develop annual budget proposal for consideration by the Board of Directors
- Invoices and collects dues from members of the Council
- Produces financial reports and other financial records as required by law or policy of the Board of Directors
- Ensures timely payment of all required federal, state, and local taxes
- Maintains the Council's office space and equipment
- Directs the work of outside consultants that may be retained by the Council (e.g., lobbyists, attorneys, accountants)

2. SUPPORTS THE BOARD OF DIRECTORS

- Develops and implements programs and services that help accomplish the association's vision and mission, within policy guidelines set by the Board
- Monitors internal and external challenges that have the potential to affect the Council and the industry and report to the Board of Directors regarding these challenges
- Assists with preparation of Board meeting agendas and minutes
- Recommends modifications to Bylaws and Rules of Policy & Procedure as necessary
- Assists the Board with Strategic Planning and completing objectives outlined in the Strategic Plan.
- Assists the Board in compliance with legal requirements relating to conflict of interest, anti-trust, and other pertinent laws and government regulations

3. DIRECTS THE COUNCIL'S GOVERNMENT AFFAIRS ACTIVITIES

- Serves as Lobbyist for the Council
- Directs and supervises activities of contract lobbyist(s)
- Evaluates service of contract lobbyist(s) and makes recommendations to the Board of Directors as necessary

- Monitors legislation introduced in the Oklahoma State Legislature and, in concert with relevant committees, makes recommendations to the Board of Directors regarding legislation that affects the engineering industry
 - Testifies, or arranges for members to testify, before legislative committees when required
 - Maintains a positive relationship with Members and Staff of Oklahoma Congressional Delegation
 - Monitors policies and procedures of state administrative and regulatory agencies and works to influence as appropriate
 - Maintains a positive relationship with pertinent state agencies, including but not limited to the Oklahoma Department of Transportation, Oklahoma State Board of Licensure for Professional Engineers and Professional Land Surveyors, and others.
 - Serves as Secretary-Treasurer of the Consulting Engineers PAC, the ACEC OKLAHOMA Political Action Committee. Assists with fundraising efforts of the committee, maintains financial records for the PAC, and file all organizational and financial reports as required by the Oklahoma Ethics Commission.
4. PROVIDES SERVICE TO THE COUNCIL’S MEMBERSHIP
- Responds in a timely fashion to member requests for information or assistance
 - Produces printed and/or electronic newsletters, and social media communications, and transmits regularly to ACEC OKLAHOMA members
5. REPRESENTS THE COUNCIL TO EXTERNAL AUDIENCES
- Serves as the Council’s spokesperson in communications with media
 - Writes and distributes press releases, white papers, and other reports and documents as may be needed to communicate industry information to external audiences
 - Maintains Council’s social media accounts (Website, Twitter, Linkedin, Facebook)
6. REPRESENTS THE COUNCIL WITHIN THE INDUSTRY
- Develops and maintains positive working relations with other construction industry groups, such as the American Institute of Architects, Associated General Contractors, and other engineering organizations
 - Builds coalitions with other trade associations and organizations to jointly lobby specific legislative issues or pursue opportunities of mutual interest
7. SUPPORTS COUNCIL COMMITTEES
- Assists committee chairs in arranging meetings, developing and distributing agendas, maintaining committee rosters, etc.
 - Maintains minutes of such meetings
8. PLANS COUNCIL CONFERENCES AND MEETINGS
- Secures meeting sites, publishes and distributes registration information, and manages registration for Council meetings and conferences
 - Assists committees in the development of agendas and programs for Council meetings, conferences, and seminars
9. SERVES AS LIAISON WITH NATIONAL ASSOCIATION
- Attends the ACEC national conferences, as authorized by the Board of Directors, and participates in the National Association of Engineering Council Executives (NAECE)

10. FOSTERS MEMBERSHIP RETENTION & GROWTH

- Assists with development and implementation of member recruitment and retention programs

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

- Personal Motor vehicle. Reimbursement of official business mileage at IRS approved rate/mile.
- Standard office equipment provided includes computer; Microsoft Office Suite (Word, Excel, Outlook, Publisher), Website Creation/Editing, Database Management and other software; telephone; fax machine; copier/scanner.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

- Essential functions of this position require sufficient physical ability and mobility to work in an office setting, as well as some travel to different locations
- Stand or sit for prolonged periods of time
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Lift, carry, push, and/or pull light to moderate amounts of weight
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
- Ability to walk or drive a motor vehicle to attend meetings and other events
- Verbally communicate to exchange information

The foregoing position description represents a general, non-exhaustive list of the range of duties performed by the President/CEO. The Board of Directors reserves the right to modify the foregoing job parameters at any time.