

AILA National Office Job Description

Position:	Executive Director
Department:	Executive
Classification:	Exempt
Reports to:	AILA Board of Governors
Incumbent:	Jeanne Butterfield

Membership

The Executive Director is responsible for ensuring that the Association serves the needs and interests of the AILA membership pursuant to the AILA Mission Statement and the Association's Bylaws and as directed by the Board of Governors, which is the primary policy-setting body of the Association.

The Executive Director ensures that the programs, activities, and services of the Association directly benefit the members and their professional well-being. To this end, the Executive Director is responsible that members' problems, issues, and needs are identified, that appropriate programs are developed and operated, and that the necessary resources are available and utilized.

Board of Governors

The Executive Director assists the Board in fulfilling its responsibility to set policy for the Association and to carry on its business by managing and being responsible for:

- the forecast of conditions, assessment of member needs, and allocation of resources;
- the articulation of a shared vision of the Association and its mission;
- the setting of annual and long-range strategic goals; strategies of activities and programs to achieve these goals; objectives by which progress toward the goals will be measured; and annual and long range budgets and forecasts of the necessary resources;
- the provision of information and recommendations for deciding public policy decisions; the maintenance of records of policy positions; and the evaluation and reconsideration of positions taken;
- the fulfillment and compliance with all applicable laws and legal requirements;
- the financial matters of the Association and risk management for the Association.

The Executive Director is a non-voting member of the Board of Governors.

Executive Committee and the National Officers

The Executive Director assists the Executive Committee and the individual national officers fulfill their responsibilities by:

- ensuring that the national officers are kept informed of matters and developments that warrant their attention;

- identifying issues and policies that need Executive Committee action before the next Board meeting and reducing the available information to reasonable options;
- serving as the main point of contact between the staff and the national officers;
- keeping the national officers informed of AILA's positions and opportunities to delivery public messages in support of them;
- developing personnel and office policies for the national office and staff;
- ensuring that the national officers have the assistance they need to fulfill their individual responsibilities under the bylaws.

The Executive Director is a non-voting member of the Executive Committee and an appointed national officer of the Association.

President

The Executive Director as chief staff officer and the President as chief elected officer serve jointly as the chief executive officers of the Association. The Executive Director assists the President in fulfillment of responsibilities as president and presiding officer, including:

- preparation of agendas and reports of meetings of the Executive Committee and the Board of Governors;
- appointment, meetings, and reports of committee and task force chairs;
- serving as spokesperson for the Association;
- achievement of the President's specific initiatives through AILA programs and activities that are part of the annual plan.

Staff

The Executive Director is responsible for the supervision, hiring, firing, effectiveness, and evaluation of the AILA staff. The Executive Director is the main point of contact from the staff to the AILA leadership. The Executive Director is responsible for compliance with the personnel policies adopted by the Executive Committee and Board of Governors.

Public

The Executive Director, in conjunction with the leadership, is responsible for ensuring that the Association and its members are understood and appreciated by the public and that the policies and programs of the Association are in the public interest.

Government

The Executive Director is AILA's Washington Representative. With the President, the Executive Director is the Association's chief spokesperson to the legislative and executive branches of the government and the agencies that administer the law. The Executive Director is responsible for assisting the Executive Committee and Board of Governors in achieving AILA's goals and fulfilling AILA policies in connection with the government.

News media

With the President, the Executive Director is the Association's chief spokesperson to the news media. The Executive Director is responsible for ensuring that the public, through the news media, is informed of the facts and the effects of conditions and policies that have a bearing on interests of AILA members, their clients, and the public.

Other organizations and entities

With the President, the Executive Director is the Association's chief spokesperson and point of contact to other organizations and entities that are involved in immigration matters and policies that affect AILA, its members, their clients, and the public. The Executive Director is responsible for ensuring that relations with other organizations and entities are consistent with and advance the interests of AILA, its members, their clients, and the public.

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