

EXECUTIVE DIRECTOR

1.0 Purpose

To describe the responsibilities of the Executive Director of ASNT.

2.0 Scope

This policy applies to the Executive Director who reports to the Board of Directors.

3.0 References

3.1 **ASNT Bylaws**

3.2 **Policy G-18, ASNT Spokesperson**

4.0 Duties

4.1 The primary role of the Executive Director is to serve as the chief executive officer in charge of operating the company.

4.2 Serves as a member of the Board of Directors with all rights and privileges of a director, except the Executive Director may not vote on Board matters.

4.3 Collaborates with the Chair of the Board to develop agendas for meetings of the Board of Directors, the Executive Committee, and Meetings of the Members.

4.4 Advises the officers and directors on the governance of the Society, proposes policies, coordinates with Board committees, working groups and task forces, conducts Board orientation and training, and serves as the parliamentarian.

4.5 Leads the strategic management process, ensuring the Society has a strategic plan and the plan is effectively implemented.

4.6 Manages all resources allocated by the Board of Directors toward achieving the Society's goals.

4.7 Prepares plans and budgets, including but not limited to the 3-Year Financial Plan, the Annual Budget, business plans, and program plans.

4.8 Directs the day-to-day operations of the Society.

4.9 Implements programs and policies.

4.10 Employs staff and hires contractors.

4.11 Engages independent auditors, legal counsels, and other consultants.

4.12 Signs or delegates authority to execute all legal documents for the day-to-day operations and affairs of the Society.

4.13 Acts as official spokesperson for the Society.

4.14 Communicates and coordinates with other societies to advance the

Society's interests.

- 4.15 Appoints staff managers to committees, task forces, working groups, and councils.

5.0 Committee Membership

The Executive Director shall be an ex-officio non-voting member of all Board committees except for the Audit Committee.

6.0 Reporting Requirements

The Executive Director shall provide reports to the Board of Directors and Committees as requested by the Chair of the Board.