

## 1 Responsibilities

- a. The executive director reports to the board of directors and is responsible for the overall management of the organization.
- b. Working in collaboration with the board, the executive director assumes responsibility for overall organizational leadership, visioning, and long-range planning, as well as board development.
- c. Depending on the size and structure of the organization, the executive director either assumes direct responsibility for or oversees the following::
  - **Financial management**, including budgeting, financial forecasting, and fiscal oversight;
  - **CME Conferences**: planning, implementation, and evaluation of CME activities.
    - Assessment of educational needs
      - Support and assist in the efforts to identify and define educational needs of the staff or membership.
      - Assist in the method for review and approval of submitted CME programs.
    - Marketing and promotion of CME activities
      - Design and distribute promotional announcements for each program.
      - Ensure that all CME promotional announcements include program objectives and the correct accreditation statement.
    - Faculty liaison
      - Confirm faculty participation and associated honorarium in writing to assure that program and learning objectives are clearly defined.
      - Arrange for audiovisual equipment requirements and presentation materials.
      - Secure and disseminate complete faculty disclosure form in compliance with disclosure policy.
    - Monitor compliance.

- 
- Interface with industry representatives (pharmaceutical and/or device manufacturers) when applicable to arrange for commercial grant support funding.
  - Ensure that the Letter of Agreement between the accredited organization and the educational grantor (when applicable) is completed (two signatures) while ensuring that the accredited provider maintains complete control of program.
  - Ensure that faculty disclosure and commercial support information is communicated (verbally or in written format) to participants for each program.
  - Have a proficient understanding of the MMS requirements necessary for CME accreditation.
  - Evaluation of CME activities and overall program
    - Design the evaluation tool for each program which includes the assessment of program objectives.
    - Summarize evaluations in a report for the DME and CME Committee to review
    - Solicit feedback from department or program chairs as to overall benefit of CME program.
    - Utilize related health care professionals in reviewing the overall focus of the CME program and identify areas for improvement.
  - Administrative management of CME program
    - Provide on-site support for each program including attendance, the distribution and collection of evaluation feedback, faculty disclosure and commercial support acknowledgement.
    - Develop and maintain a file for each program offered during the current accreditation term (Physician attendance records must be kept for a minimum of 6 years.)
    - Provide administrative support to CME Committee.
    - Maintain a current list of CME Committee members.
    - Arrange for CME Committee meetings and take minutes.
    - Assist with the CME re-accreditation process; complete the application in concert with the Cosponsor of CME Category 1

---

program, review program files, establish a survey date, and attend the re-accreditation survey.

- **Secretary duties**

- Keep an account of all the minutes of all meetings;
- Maintain an updated list of all members of the WAPI;
- Issue an agenda of all regular and special meetings after consultation with the Executive Committee;
- Keep a copy of all official correspondence from and to the WAPI, including newsletters and program brochures for the activities from the WAPI and reports submitted by the Committee's Chairpersons;
- Keep an attendance record of all meetings of the WAPI;
- Be custodian of the Articles of Incorporation, By-laws, and amendments thereto;
- Notify committee members of their appointment and their assigned duties;
- See that all books, reports, statements, certificates and other documents and records required by law to be kept and filed are properly kept and filed,
- Perform such duties and exercise such other powers as may be assigned by the Executive Committee in the same capacity,
- Be a member of the Executive Committee as its secretary,
- Be responsible for transferring all the records of the WAPI, within 30 days after the Annual Meeting, to the incoming Secretary.
- Be responsible for sending notices for dues and receiving payments. The payments will be recorded and transferred to the Treasurer.

- **Admin duties**

- Maintain Zoom meetings.
- Mail
  - Maintain WAPI mail
  - Update Contact info and maintain data privacy of all members.
  - Receive & sort all mails, forward appropriately.
- Maintain and update Webpage.
- Survey

- Pre-register attendants for the events using survey monkey.
- Post Event Survey / Analysis / Report sent to all life members.
- Organize Volunteers at all Events to Collect payments, handle registration desk at the event, keep receipts for bank deposit within 30 days -
- Communicate concerns and issues to president & Gov body.
  
- Fundraising and resource development;
- Program development, implementation, and evaluation; •
  - a. Community relations, including outreach,
  - b. marketing, communications, and advocacy;
- Human resources management,
  - a. including the development of sound personnel policies and practices;
- Staff and volunteer recruitment, selection, evaluation, and development; and
- Compliance with federal, state, and local regulations.
- Protect nonprofit Status of WAPI

•

## 2 The Executive Director/Board Partnership

- a. Establish relationships (and renegotiate "ground rules") with each change in board president or executive director;
- b. Clarify and respect roles;
- c. Minimize surprises;
- d. Communicate regularly between board meetings;
- e. Work together to develop board meeting agendas;
- f. Collaborate on board orientation, training, evaluation, and leadership development; and
- g. Show appreciation for one another's contributions to the organization.

## 3 Serving on the Board: When the executive director serves on the board,

- a. it is typically in a nonvoting role.
  - *If the executive director has a voting position on the board, he or she will need to abstain on all matters related to the board's personnel functions (e.g., setting*

*the compensation for the executive director) as well as other matters where a potential conflict of interest may exist.*

- b. Regardless of whether the executive director serves on the board, he or she should help set agendas for board meetings and attend and actively participate in these meeting.