

## **JOB DESCRIPTION**

<b><u>Position:</u></b>	Chief Executive Officer
<b><u>Classification:</u></b>	Exempt
<b><u>Salary Range:</u></b>	Commensurate with experience
<b><u>Reports to:</u></b>	Board of Directors and the President

### **Summary of Position:**

The Chief Executive Officer is responsible for leadership and management of staff, planning and tracking financial results and corporate compliance, maintaining effective member interface and service levels, monitoring regulatory developments and directing advocacy and public-relations efforts in support of Amateur Radio domestically and worldwide, and working with the Board of Directors, Officers, and other management toward achievement of the League's goals, strategies and plans for the betterment of Amateur Radio. The CEO acts as a direct liaison between the Board and management of the organization and communicates to the Board on behalf of management.

### **Essential Job Functions**

1. Plan, develop, organize, implement, direct, and evaluate the League's operational performance and fiscal and compliance functions.
2. Participate in the development of the League's plans and programs.
3. Provide leadership, direct Headquarters staff, and maintain performance standards in Headquarters operations.
4. Assure the timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the Board and senior management in performing their responsibilities.
5. Assist the President in representing the League with national and international government agencies, other Amateur Radio bodies and other organizations.
6. Enhance and/or develop, implement and enforce policies and procedures of the League by way of systems that will improve the overall operational effectiveness of the organization.
7. Lead the development of effective programs for the promotion and growth of Amateur Radio and provision of services to the League membership.

8. Initiate plans, programs and policies for the advancement of Amateur Radio to be presented to the Board for approval.
9. Work with Officers and Directors in developing plans for League activities.
10. Evaluate and advise on the impact of long-range planning, introductions of new programs, strategies and regulatory activities.
11. Provide the Board with advice and counsel on all aspects of the Amateur Radio Service to guide policy development.
12. Prepare a comprehensive report on the progress and status of the affairs of the League for the Annual Meeting of the Board.
13. Perform such other duties as the Board may assign.

**Knowledge and Skills:**

1. Leadership, motivation, monitoring and evaluation of personnel
2. Strategic thinking and a focus on the achievement of organizational goals
3. Problem solving/analysis
4. Decision making and consideration of diverse viewpoints
5. Performance management and effective use of resources
6. Oral and written communication proficiency
7. Effective financial and operational management and oversight
8. Understanding of Amateur Radio and its operational, technical, regulatory and social environments

**Required Education and Experience:**

1. Bachelor's degree
2. Ten years management and supervisory experience
3. Demonstrated ability in providing effective leadership and management of business operations

**Preferred Education and Experience:**

1. Master's degree
2. Fifteen years management and supervisory experience
3. Active Amateur Radio operator
4. ARRL member for at least four years